

**Minutes of the PPG AGM on Monday 10 February 2025**

The Chair opened the Meeting at 4.30 pm. She welcomed all to the meeting.

There were 16 members attending and 2 apologies noted on the attendance sheet.

Acceptance of last AGM Minutes (11 March 2024) – these were approved.

**Chairs Annual Report**

I was elected into my second term as Chair of the PPG on 11 March 2024.

It has been a very busy and productive year.  We have held 5 meetings which were all well attended.  We have had speakers at most of the meetings all of whom were very interesting.

As Chair, I have:

* assisted at Technical Clinics in the surgery, these were to enable patients to use the new Anima system
* attended the MacMillan coffee morning
* assisted at the children’s Christmas Santa event

We have raised funds for children’s books and stickers, a bariatric chair for the surgery and we continue with the book stall.

We have held Secretariat meetings and contact each other regularly to ensure the smooth running of the PPG meetings.

I want to thank the Secretariat, Bob, Lynne and Annie.  They contribute a lot of time and effort to the PPG, and they support me in my role as Chair.

I want to thank Sophie and Linzi for their continued support and contributions to the meetings.

Special thanks to all the members of the PPG who attend regularly and make the meetings both productive and enjoyable.

I am willing to stand for another term as Chair and should I be re-elected. I look forward to another successful year.

**Treasurers Annual Report 2024 – 2025**

11/3/2024 - Brought Forward - Cash at 2024 AGM £207.26

11/3/2024 - Book Donations £18.51

29/4/2024 - Book Donations £28.62

29/4/2024 - Printer Ink (£8.00) -£8.00 Total £246.39

24/6/2024 - Book Donations £18.10

24/6/2024 - Printer Paper (£6.50) -£6.50 Total £257.99

10/7/2024 - Child Mini Activity Books (£31.14) -£31.14 Total £226.85

19/8/2024 - Book Receipts £8.12

19/8/2024 - Donation to McMillan Event (£25) -£25 Total £209.97

21/10/2024 - Book Receipts £26.78

21/10/2024 - McMillan Event (£50 inc £25 refund) £50.00 Total £286.75

21/10/2024 - PPG Fundraisers re Tombola (£50 Loan) -£50

21/10/2024 - PPG Fundraisers re Tombola (£18 Float) -£18.00 Total £218.75

6/1/2025 - Tombola Event (Cash-takings £185.15) £185.

15 6/1/2025 - Tombola SumUp Card - Jason (£60.40) £60.40

6/1/2025 - Tombola Loan Repay (£50.00) £50.00

6/1/2025 - Tombola Float Repay (£18.00) £18.00

6/1/2025 - SumUp Card - Jason Surplus (£9.60) £9.60 Total £541.90

13/1/2025 - Book Receipts (£22) £22 Total £563.90

14/1/2025 - Printer Ink (£11.48) -£11.48

10/2/2025 - **Cash at AGM Total Cash In Hand £552.42**

Bob summarised his report and confirmed that the accounts had been verified by Anna.

**ENPA Annual Report**

The main recurring theme at ENPA throughout the year has been the reestablishment of a patients’ voice representation within the ICB/ICS setup. Within the old CCG arrangements, there was a patients’ congress, but there is currently no similar channel to the ICB. After writing to the ICB about the lack of progress in discussions with the ICB’s patient engagement lead, the ICB arranged a meeting with the ICB CEO, ICB Chair, and the ENPA Chair and planning committee (including our own Hector Graham). The meeting was very positive, and the ICB made a commitment to a new countywide patient and public engagement forum (a copy of the letter from the ICB CEO following the meeting is attached). Following this, the patient engagement lead arranged a meeting with PPG representatives on the 9th of January 2025. Of the 8 attendees, 3 were from ENPA, 3 from the ICB, and 2 from voluntary organisations. A further meeting is being arranged which will hopefully include better representation from other PPG’s.

Another recurring topic was the Local Area Partnership, and the lack of any action or direction from this. This is connected to the ICB discussion above, and the ICB took on board ENPA’s frustrations with the LAP. This may be one of the driving factors behind the most recent LAP meetings resetting priorities and apparently taking a new direction. For what it’s worth, the Community Wellbeing Forums (the intermediary body between the LAPs and the ICB), have been renamed Place Based Partnerships. The LAP’s have been recruiting LAP Facilitators, who will take on the running of the LAPs from the LAP coordinators.

Some of the PPG’s within ENPA have been experiencing varying difficulties. One of these is from a surgery who has now left our PCN, so ENPA is unable to assist. Others have had to reduce the number of meetings or change the meeting place away from the surgery. Some have expressed a lack of support from surgery staff. Hector and I are grateful that our PPG has not experienced such problems. On the contrary, we are thankful for the support from the staff at HFS, in particular from Sophie and Linzi, but others as well.

The new CEO of SERVE, Tony Gibbs, joined ENPA at the October meeting, and kindly offered Serve’s financial support for ENPA’s Annual Review in exchange for a small advertisement for Serve within the review.

Feedback from PPG’s on the proposal for PPG’s to pay £1 p.a. per member showed that this is not supported, and the idea has been scrapped. New ideas for fundraising are still being sought.

Following a presentation on work with the homeless from two managers from Lakeside Surgery, the ENPA Chair reached out to the manager of ENCOMPASS, who deal with the homeless in our area. A meeting was held with her and 2 members of ENPA.

Thanks to discussion between Rebecca Gane, the PCN manager, and the ENPA Chair, it was arranged for a presentation to made to the PCN PLT training sessions about Alcoholics Anonymous. This focussed on recent changes to NICE Quality Standard 11 on alcohol use disorder and included the conclusions from the Cochrane Review into the effectiveness of AA.

A talk about ENPA and patient engagement was given to students at Huxlow School.

ENPA lodged a complaint about the poor aftercare one of its members received on discharge from hospital.

**Secretaries Annual Report**

We’re delighted to share our report for what has been a busy and rewarding year for the Patient Participation Group (PPG). Since becoming Joint Secretaries in August 2023, we’ve worked hard to support the Group, our Surgery, and its patients.

What We’ve Achieved This Year

1. Supporting Patients and Activities:

We have assisted patients with learning how to use the new Anima system by supporting an in-person workshop to guide people setting up and navigating the tool on their phones.

We have supported the implementation of various PPG projects and activities.

2. Community Events:

We have played our part in the Macmillan Coffee Morning, helping out to make it a success and raising important funds for charity. The lovely cakes donated were greatly appreciated by all who attended, and the donations to the raffle prizes were also a highlight, contributing to the overall success of the event.

We supported the Meeting Santa event, which brought festive fun to local families. We want to especially thank Ishbel, Hector, and their daughter, whose costumes were absolutely amazing, and Cathy and Anna for their fantastic support in making this event so memorable for the families. A big thank you also to all the other members who helped out and made the event such a success.

3. Fundraising Support

Emails were sent to PPG members about fundraising activities, including asking for donations and encouraging participation in events.

With the funds raised, we were able to contribute to the purchase of a bariatric chair, which will help improve patients’ comfort and accessibility in the waiting room. We also bought children’s colouring books for flu clinics.

4. Guest Speakers:

We have helped to arrange guest speakers for our meetings and events, ensuring they were interesting and informative for everyone.

5. Keeping Things Running Smoothly:

Lynne efficiently produces meeting minutes promptly, ensuring everyone stays informed and up to date.

We kept track of meeting notes, decisions, and action points so everything ran smoothly. We helped make sure communication within the group was clear and effectively.

Looking Ahead

We’re proud of what the PPG has achieved this year and are excited about what’s next. With everyone’s support, we’ll continue to build on the progress we’ve made, tackle new challenges, and find ways to improve the experience for patients at our Surgery.

Both of us are willing to stand as Joint Secretaries again for the next year and look forward to another productive year working together to make a difference.

It’s been a real privilege to serve as Joint Secretaries, and we’re looking forward to continuing our work in support of the PPG and our Surgery.

**Election of Officers**

All of the current members have indicated that they are happy to be re-elected.

Chairperson: Eileen Woods – nominated by Ishbel, seconded by Jason.

Vice Chair: Bob Tillyer – nominated by Eileen, seconded by Graham N.

Treasure: Bob Tillyer – nominated by Frances, seconded by Cathy.

Secretaries: Lynne Cheshire - nominated by Ishbel, seconded by Tom.

Annie Drake – nominated by Sally, seconded by Frances.

ENPA Reps: Hector Graham – nominated by Anna, seconded by Cathy.

Tom MacDonald – nominated by Jason, seconded by Rob.

Votes were taken by a show of hands, and all officers were duly re-elected unanimously.