

# The *AshgrovePatient* Group

MINUTES of Meeting  
 Thursday 19 May, 2016  
 6.00 – 7.30pm

Present: Steve Carter (SC), Terry Hopperly (TH), Barbara Morgan (BM), Keith Aston (KA), Roy Davies (RD), David Hardman (DH), Moira Moore (MM – Chair)

1.0	<b>Apologies for Absence</b> – Graham Beard, Neisha Gregg, Romana Khalid, Eluned Jones, Sylvia Jones, Colin Briggs, Patricia Jones	
2.0	<b>Houskeeping</b> – As part of the initial meeting MM outlined some main housekeeping points to help aid this and future meetings. In particular MM highlighted <ul style="list-style-type: none"> <li>• The meetings would not be used to deal with individual patient concerns, and if any patient or indeed any member of the patient group had personal concerns with the Practice then they would need to liaise with the Manager outside of this forum, in line with the practice concerns process.</li> <li>• The group would from time to time be privy to confidential information when working on particular projects with the Practice that would need to be kept confidential until as such time it was communicated out to the wider patient base.</li> </ul>	
3.0	<b>Election of Officers</b> – MM led a discussion with the group in relation to the roles that would need to be elected at this evening meeting as outlined in point 4 of the agenda. MM outlined that it was important that the group remain an independent body as representatives of the Practice Patients base, and worked “with” the Practice as opposed to “for” the Practice. MM confirmed that she with the support of the Partners and staff would help facilitate the meetings, and help where possible to ensure the group had the relevant meeting facilities at the practice to enable the sustainability of the group going forward.	
4.0	<b>Election of Officers</b> – following the discussions in point 3 a vote was duly taken by the members who attended the meeting to elect the following officers <ul style="list-style-type: none"> <li>• Chairperson – Steve Carter</li> <li>• Vice Chairperson – Terry Hopperly</li> <li>• Secretary – Keith Aston</li> </ul> It was felt at this stage that there was no need for a Treasurer however this would be revisited if and when the group decided to commence fund raising for future project/initiatives.	
5.0	<b>Terms of Reference</b> – MM confirmed that she would help collate a draft terms of reference to support the relevant governance required. In the interim it was agreed to <ul style="list-style-type: none"> <li>• Meet quarterly with the initial agreed dates for 14 July, 15 September and 17 November for 2016. It was felt that an hour would be sufficient initially; however this would be reviewed if this needed to be increased. The set time would be 6.00 – 7.00pm</li> <li>• The minimum number of members to ensure a quorum was in place would be 5 +</li> </ul>	

	<p>MM or a member of the Practice.</p> <ul style="list-style-type: none"> <li>• The maximum number of members attending is to be agreed in view of the group just forming, however MM highlighted that 10 would be a practical number at anyone time.</li> <li>• Practice support would include providing suitable facilities to enable the meetings to take place – it was agreed to hold these in the ground floor waiting area. MM confirmed that the practice would not expect the group to be out of pockets for any administration activities related to the group, and that the practice would facilitate, where required, suitable admin support.</li> <li>• It was agreed that the Practice would, with prior agreement, step out of parts of any future meeting where requested by the Chairperson/Vice Chairperson.</li> <li>• It was agreed that the agenda and minutes of this and any future meetings would be collated and distributed by the Secretary with MM providing support where needed. The main form of communication would be via email but where a member did not have an email address then the practice would post a copy to group member. It was further agreed that the dissemination of information to the wider patient group would be provided via the Practice Website and a dedicated notice board, which would be provided within the public waiting area of the Practice. MM would forward the contact details of those patients who had signed up to attend following the initial forum meeting on the 21 April, and other patients who had come forward post that meeting, to the elected officers to help aid future communication.</li> </ul>	
6.0	<b>AOB – none</b>	

**Dates of Future Meetings – 6.00 – 7.00pm**

**14 July, 2016**

**15 September, 2016**

**17 November, 2016**

