

**Amwell Group Practice  
Patient Participation Meeting  
26<sup>th</sup> April 2016**

Present: Mr Peter Floyd - Practice Manager  
Sonia Hehir - PPG Coordinator  
JW- patient  
AD - patient  
JD - patient

Apologies:

JC - patient  
DF - patient  
ER -patient

**1. Welcome, Introduction and Apologies**

Peter Floyd and Sonia Hehir welcomed everyone to the meeting.

**2. Minutes of the last meeting**

Agreed

**3. CQC (Care Quality Commission)**

Peter gave the group an update on the CQC. We have yet to be inspected and are awaiting a date for our inspection from them. Peter will keep the group updated on this.

**4. PPG Members**

The group discussed membership to the PPG. Some members of the group have not attended meetings for over a year and some members have not attended any meeting. It was agreed that these patients would be contact by email to see if they would like to stay members of the group and if so encouraged to attend our meetings. If a patient decides they no longer want to be part of the group we will email the larger Virtual Group to see if any patients there would like to become members. It was agreed that the group should be kept at the size it is now, 8 patients and two members of staff from the Amwell Group practice.

**5. Priscilla Baines**

Priscilla came along to the last meeting in March and gave a very helpful talk about the work her local PPG in Lambeth do. Peter has since sent her a plant as a thank you for her time and advice.

## **6. Election of Chair, Vice Chair and Secretary**

The group selected a member of the team - Deborah Fenwick (patient) to be the Vice Chair of the group and agreed that Sonia Hehir (staff member) should remain as the secretary. There were no other nominations for these two positions.

There were two nominations for the position of Chairperson - Edward Richards and John Beverton who are both patients. The group felt that as there was such a small turnout for the meeting and neither nominees were able to attend, the election of chair should be postponed to the next meeting to be held either on the 17<sup>th</sup> May or 24<sup>th</sup> May providing both nominees can attend. Before this meeting both nominees will be asked to submit their nomination forms outlining what they would contribute to the group as chairperson. They will also be asked to do a 5 minutes presentation on the evening of the meeting, again outlining these contributions.

## **7. Quorum**

It was proposed and agreed that Quorum for the PPG meetings should be 4 patient members and one staff representative. It was also proposed that the tenure for the Chair and Vice Chair should be for 2 years with the option of re-election after this time - to be confirmed at next meeting.

Date of next meeting: 17<sup>th</sup> or 24<sup>th</sup> May - date to be confirmed