



Darwen Healthcare Patient Participation Group Meeting Minutes

Monday 27th November 2023 5:30 – 6:30 pm

Name	Position	Int	Attended
Barry Ashbolt	Chair	BA	y
Anne Crook	Vice Chair	AC	y
Alan Pickup	Secretary	AP	y
Karen Narramore	Member	KN	apologies
Christine Sharples	Member	CS	y
Carol Guy	Member	CG	y
Brian Taylor	Member	BT	apologies
Anne Watson	Member	AW	Apologies

Name	Position	Int	Attended
Ann Neville	Practice Manager	AN	y
Nicola Wright	Quality Lead	NW	
Kim Cunningham	Operations Lead	KC	
Susan Taylor	Patient Engagement	ST	

No	Item	Content	Action	Deadline
1.	Welcome - Chair	BA welcomed everyone to the meeting which was held on MS Teams		
2.	AGM	AP Advised that the AGM was now open and the previous officers were willing to stand for re-election. Asked if anyone else would like to propose another member for office. Non forthcoming the previous officers were elected They are Barry Ashbolt Chair, Anne Crook Vice Chair and Alan Pickup Hon Secretary. There were no outstanding matters from the previous minutes and BA closed the AGM with thanks to all attending		
3.	Apologies - Sec	As noted above		
4.	Minutes of the last meeting - Chair	There had not been a meeting since the Monday 12th June 2023 and the minutes were agreed as a true record		

	Practice Update - Ann Neville	<p>AN addressed the meeting and advised that the practice was in a period of recruitment. She advised that Dr Slack had left the practice because she had obtained a position at another practice closer to her home. The practice had recruited Dr M Alo, Dr I Okoya and planned to add a further 2. (This would give the practice 5 Male GPs and 7 Female GPs)</p> <p>Gully Patel Health Care Assistant is due to start a 2 year course to become a Nursing Associate.</p> <p>Elliott Wright is in his 2nd year training as an Assistant Practitioner.</p> <p>The practice has started recruiting from existing staff for a Deputy Practice Manager, this is to help AN with the increasing workload and to have succession planning in place.</p> <p>The list size current stands at 13,800 and there has been an increase in the number of female patients. A mini Health Day is taking place on the 9th Dec promoting vaccinations and BP checks.</p> <p>The next Healthy Darwen event is planned for the 17/18th May and BT and AP are involved in trying to make this very much a family event.</p>		
4.		Discussion took place around a meet up prior to Christmas, but as a suitable date could not be found to include most of the PPG this will be deferred until the new year.		
5.		There being no further business the meeting closed. The proposed dates for next year are listed below		

Date	Meeting
22/01/2024	PPG Meeting
25/03/2024	PPG Meeting

20/05/2024	PPG Meeting
15/07/2024	PPG Meeting
23/09/2024	PPG Meeting
25/11/2024	PPG Meeting & AGM