

## Staffa Health Patient Focus Group

### Minutes of the Annual General Meeting (**AGM**) held on 9<sup>th</sup> June 2011

<b><u>Item</u></b>	
<b><u>Attended</u></b>	Margaret Phillips, Valerie Beattie, Pat Kirkwood, Catherine Smith, Rosemary Bateman, John Allsop, Michael Tuck, Clare Watts, Claire Halksworth
<b><u>Apologies</u></b>	Alison Hunt, Heather Boynton, Heather Ward, Eileen Rowarth, Wendy Sunny
<b><u>Welcome</u></b> <b><u>Annual reports</u></b>	Valerie welcomed all present and presented the annual report for 2010/11. Margaret presented the financial report detailing all expenses, and interest.  <b>Both reports were</b> accepted by all present. Proposed by John Allsop seconded by Clare Watts
<b><u>Election Of Officers</u></b>	Chair Valerie Beattie (Proposed by Michael Tuck, Seconded by Roesmary Bateman) Secretary/Treasurer Margaret Phillips (Proposed Claire Halksworth, Seconded Catherine Smith)  Claire Halksworth to help with meeting minutes.
<b><u>Matters Arising</u></b>	<ul style="list-style-type: none"> <li>• Suggestions were discussed for the spending of Patient group money. High seat chairs for patient waiting areas was agreed would be beneficial to less able patients who find the lower chairs a challenge, at present higher chairs are only at Tibshelf. Prices and quotes to be sourced and discussed at next meeting.</li> <li>• Cheque signatures are currently not up to date and need amending Jane Bryson Finance Officer will contact bank on behalf of the group.</li> </ul>
<b><u>Minutes of 2010 AGM</u></b>	Copies were circulated and approved.
<b><u>Constitution</u></b>	Up to date copies were circulated for approval
<b><u>Next AGM</u></b>	14 <sup>th</sup> June 2012

## Staffa Health Patient Focus Group

### Minutes of the Ordinary Meeting held on 9<sup>th</sup> June 2011

<b><u>Item</u></b>	
<b><u>Attended</u></b>	Margaret Phillips, Valerie Beattie, Pat Kirkwood, Catherine Smith, Rosemary Bateman, John Allsop, Michael Tuck, Clare Watts, Claire Halksworth
<b><u>Apologies</u></b>	Alison Hunt, Heather Boynton, Heather Ward, Eileen Rowarth, Wendy Sunny
<b><u>Minutes of last meeting</u></b>	Minutes were circulated and accepted.
<b><u>Matters Arising</u></b>	<p>At the previous meeting Danny Connor Podiatry Services Manager presented the changes in service for patients following a local area review, members discussed their concerns that the Hub in South Normanton where service users may have to visit in the future might prove difficult to get to, the results of the full service review has still to be published however services will be available for patients to choose to attend Clay Cross or Chesterfield.</p> <p>The Holmewood survey was discussed with the overall outcome favourable, specific details of the comments from patients are still being awaited by Staffa and have been requested from Derbyshire Link.</p>
<b><u>Patient Participation Action Plan 2011/12</u></b>	It was agreed that we needed to continue to promote the group to increase the membership to represent a more diverse patient population. Valerie reported that Staffa Health have signed up to a Direct Enhanced Service agreement and we now need to establish a patient reference Group.
<b><u>A.O.B</u></b>	<ul style="list-style-type: none"> <li>▪ Members reported an issue with the Pharmacist which may impact on GP appointments, Valerie to discuss with clinicians and pharmacist.</li> <li>▪ Due to the double meeting and lack of time Valerie requested a meeting in July for other items to be discussed</li> </ul>
<b><u>Next Meeting</u></b>	<ul style="list-style-type: none"> <li>▪ Thursday 28<sup>th</sup> July 2011 at Tibshelf – 2.30 pm</li> </ul>
<b><u>Future planned meetings</u></b>	<ul style="list-style-type: none"> <li>▪ 8<sup>th</sup> September 2011</li> <li>▪ 1<sup>st</sup> December 2011</li> <li>▪ 8<sup>th</sup> March 2012</li> <li>▪ 10<sup>th</sup> May 2012</li> </ul>