

Mansion House Surgery PPG
Minutes from Thursday 20 April 2023

Present: Alan Webb
Trevor Prowse
Graham Roberts
Luise Leech (Chair)
Anita Wilkinson (Practice Manager), present until 16:15

Apologies: Maggie Bedford-Leahong
Peter Brown (attended but unable to gain access due to staff training)

1. Anita apologised but she had double-booked the meeting slot and would need to leave at 16:15. This prompted an immediate discussion of an appropriate slot for the next meeting to ensure Anita could add it to her diary. Next meeting date agreed as Thursday 22 June 2023 at 16:00.

Action point: Anita to add meeting to diary and ensure no office closure on the day.

2. Luise pointed out the old 2018 PPG Terms of Reference were still on the surgery website and needed updating. Anita agreed to change the link.

Action point: Anita to update link on surgery website.

3. The previous PPG secretary, Julie Pennington, has not attended the last three meetings. It was generally felt that before appointing a new secretary, Julie should be formally asked whether she wanted to continue in the role. Luise agreed to contact Julie.

Action point: Luise to contact Julie to confirm her wishes.

4. Graham declared a potential conflict of interest. He was a member of North Cumbria Integrated Care (NCIC) Trust and Cumbria, Northumberland, Tyne & Wear (CNTW) Trust, although neither position attracted any sort of remuneration. Luise agreed to seek advice on whether there was indeed any conflict of interest.

Action point: Luise to establish (if possible) whether there is any potential conflict of interest.

5. A discussion ensued about recruiting new PPG members and how to ensure we reflect the demographics of Mansion House Surgery. It was agreed that those present would go away and come up with some ideas / strategies for the next meeting.

Action point: Alan, Trevor, Graham and Luise to think about recruitment strategies and possible sifting.

Chair thanked those present for their time and the meeting closed at 17:00.

Next meeting: Thursday, 22 June 2023 at 16:00