

Blackburn with Darwen Patients' Council
18th November 2008, 12-4pm
The Montague Centre, Blackburn



Present

Andrew Prugar
Anne Ray
Brian Spencer
Bryan Hammond
Paul Mainwaring
Madhubala Pandya
Alison Atherton

In attendance

Jan Hart
Liz Hudson

1. Apologies

Tracey Walsh
Andy Harrison
Lesley Spencer

2. Notes of the previous meeting

The notes of the meeting held on 23rd October 2008 were approved.

3. Actions from previous meeting

See November Action Log.

4. Council Business

Members were informed that Paul Mainwaring had met with Brian Todd re his membership on the Patients Council. Brian was advised that his membership was refused in August 2008 due to his unreasonable behaviour at previous meetings.

Action: Forward a copy of the letter to Brian Todd refusing membership to all members.

Members raised concern around security issues within the Montague Health Centre due to Brian Todd's behaviour.

Members also raised concerns in relation to PCT staff not knowing about the presence of the Patients' Council and discussed raising awareness of the group.

Procedure for inviting new members

The need to recruit further members was discussed and the procedure for inviting new members was discussed and the following procedure should be followed:

1. Members are to contact Liz Hudson with name and contact details of person interested in joining the Patients' Council.
2. Liz Hudson will send out a new members pack
3. The applicant will be invited to the next meeting
4. The applicant will attend three consecutive meetings
5. The applicant will be interviewed by three members of the Patients' Council

ACTION

Liz Hudson
16/12/08

Action: Provide training for members sitting on the interview panel.

Members discussed the need for representation on PCT Board meetings. Anne Ray agreed to represent the Patients' Council on the PCT Board. Members also discussed having two representatives on the Management Board.

**Paul Mainwaring
16/12/08**

Action: Contact BwD PCT to request patient representation on the PCT Board meetings and the Management Board.

**Paul Mainwaring
16/12/08**

Diary of events page for website

Copies of the diary of events forms and event report forms were distributed to all members present. Members were requested to complete the forms at the end of each month and return to John Deakin at the Patients' Council offices for the events to be displayed on the website. Reports are aimed to capture positive comments of an event.

Action: Provide members with a supply of diary of events forms and event report forms.

**John Deakin
16/12/08**

5. Patients' Council Open Day Event 22nd January 10.30-15.30

Members discussed the forthcoming Patients' Council Open Day event and it was agreed that the event should consist of three sessions throughout the day; the first session to be held in the morning, the second session to be held in the afternoon and the third session to be held early evening. It was agreed that the event should be facilitated independently to produce a report on the outcomes. Two presentation should be run at each session; one by the Patients' Council members and the other by PCT staff. There will also be workshop sessions after the presentations whereby members of the public will be able to express their worries/concerns. Members requested presentation training prior to the event.

Action: Arrange for presentation training approximately one week prior to the event for the following members; Brian Spencer, Alison Atherton, Bryan Hammond.

**Paul Mainwaring
16/12/08**

A leaflet is being designed for BWD Patients' Council and members must review for approval at the next. A copy of the leaflet will be distributed to local groups as displayed on the list distributed to members.

Action: Members to return the list with details of any groups that are not listed on the Group List to be added to the distribution list for the Patients' Council leaflet. Members were also requested to mark with initials which groups each member sits on on the list.

**Members
16/12/08**

The event will also be advertised by way of radio and an advert in the local newspaper.

6. LIFT Update

Jan Hart attended and gave an update on the LIFT project. Members were advised that further to the LIFT workshop of 14th November Jan has produced an answer sheet to all members' questions that were asked.

Action: Provide a copy of the answer sheet to all members.

**Liz Hudson
16/12/08**

Members raised concern about staff and patient safety when returning to their cars at in the dark. Members were advised that there will be CCTV throughout the whole LIFT centre.

Action: Obtain a copy of the travel plan for the new centre to discuss at the next meeting.

**Jan Hart
16/12/08**

7. Patients' Council LIFT Roadshow

Members were given the following dates at the following locations for the LIFT Roadshow:

Monday	1 st December	Montague Health Centre
Wednesday	3 rd December	Library
Thursday	4 th December	College
Friday	5 th December	Market

Each event will run from 10.30am – 2.30pm. Members recommended a Saturday event also to which Jan Hart advised that she would look into this.

The Roadshow will display stands, artist's impressions, layouts of the new centre, etc. A booklet is currently been drawn up incorporating details of the health centre, the young person's resource centre and once page dedicated to the Patients' Council.

Jan Hart requested an EPS of the Patients' Council logo to add to the booklet.

Action: Send an EPS version of the Patients' Council logo to Jan Hart.

**John Deakin
01/12/08**

Members were informed that a link to the Patients' Council website is going to be on the BWD PCT website.

Action: Attach a link from the Patients' Council website to the Patients' Council section of the Blackburn with Darwen PCT website.

**John Deakin
16/12/08**

Action: Advertise for BWD Patients' Council members on the Patients' Council website. December

**John Deakin
16/12/08**

8. LINKs Event 30th October

Members were informed that Brian Spencer had been appointed as Chair for the BWD LINKs at the event of 30th October. The next meeting will take place on 21st November.

A copy of the November LINK newsletter was distributed to all members.

9. North West Older People's Forum

Members were informed that the Patients' Council were invited to give a presentation at the North West Older People's Forum on 5th November were Barbara Allen of the Patients' Council Executive committee attended and gave the presentation.

10. AOB

Representation from Blackburn and Darwen Groups

Members were informed that the Yvonne of the Older Peoples Forum and Lynne of CVS have been invited to the Patients' Council offices to discuss the forthcoming Patients' Council Open Day event to promote and recruit members for the Patients'

Council.

PCT Report on Montague

Members requested copies of the PCT report on the Montague Health Centre.

Action: Forward copies of the PCT Montague Health Centre report to all members.

**Liz Hudson
16/12/08**

Montague Residents Meetings

Members were advised that another residents meeting would be taking place and BwD PCT requested to be present at the next meeting to take back issues and concerns from the residents. Jan Hart advised that Christine Winstanley would also attend the meeting.

The Council consulted with local businesses in the Montague area but not with the local residents.

Cancer Awareness Campaign

Members were informed of the Cancer Awareness Campaign event on 4th December at Ewood Park.

Action: Book places on the Cancer Awareness Campaign Event for all members present.

**Liz Hudson
01/12/08**

Members requested more expense sheets.

Action: Send out Patients' Council expense sheets to all members.

**John Deakin
16/12/08**

11. Date of Next Meeting

Further to a request from the administration team of the Montague Health Centre all future meeting will start at 12.30pm.

Tuesday 16th December 2008, **12.30–4pm** at the Residents Lounge, Montague Health Centre. Apologies to Liz Hudson (0161 766 9323 or liz.hudson@patientscouncil.org.uk) by 20th October.