**Huntingdon Road Surgery (HRS) Patient Group Committee - Email Meeting Minutes**

**10thth September 2021, by email.**

Participants: Jennifer Deegan (JD), Ingrid Pryor, Lesley Guy, Beth Brown, Robert Sanders, Pieter Desnerck, Peter Teich.

Our committee is now considerably larger and more diverse, which is a good thing. This means that we can represent and communicate with the patient population much more effectively.

However, it makes it slightly harder to find meeting times when we can all get together at once.

JD previously chaired/minuted all meetings, but cannot manage to do that this year, so needs others to step up and help.

We need a new operating model to accommodate these changes.

This is tricky, as almost everyone but JD is new on the committee.

**ACTION**: We agreed to propose the following to the surgery staff for their consideration.

**Regular meetings:** Whole committee to meet with surgery staff every other month, at 6.30pm, by zoom, for 30 or 40 minutes.

The topic will be a simple Q&A session, like the AGM, with rotating chair/minutes.

In the absence of volunteers other than JD to minute/chair, stated in advance, the meeting may be cancelled.

**Other activities**: Several of the committee members are keen to do voluntary work to follow up on projects related to their own interests.

In such cases, the project will be discussed by email. JD will then contact the practice manager to propose the idea.

Where a meeting is required, the time/date of the meeting will be set to accommodate the person who is offering to do the voluntary work, and any staff member who is involved in the discussion.