

**DAVENPORT HOUSE
PATIENT PARTICIPATION GROUP
Davenport House, Bowers Way, Harpenden, Hertfordshire AL5 4HX**

ANNUAL REPORT TO MEMBERS

31 DECEMBER 2013

**Officers and members of the Management Committee elected at the
Annual General Meeting held on Monday 4 March, 2013**

Officers

Chair:	Roger Gedye
Honorary Secretary:	Rosemary Horne
Honorary Treasurer:	John Harris

Members of the Management Committee

Bob Fletcher (Website Manager)
Helen Hartley (Membership Secretary, Newsletter distribution co-ordinator)
John Harris (Editor, PPG Newsletter)
Samantha Mills (Younger Patients)
Gillian Thornton (Journalist and Press Relations)
Sheila Uppington (Small Group Meetings and Education)
Viviane Vayssieres (Marketing and Sponsorships)

Unelected members of the Management Committee

Dr Charli Barber-Lomax, Senior Partner, and Anthea Doran or Heather Hassall, joint Practice Managers, (ex-officio). The Practice is entitled to nominate to the Committee one other member of the Practice staff but no nomination was made.

MANAGEMENT COMMITTEE REPORT:

- 2013, the 20th anniversary of the founding of the Patient Group, has been marked by a focus on families and the younger patient, celebrated by the Health Fair in October. We paid tribute to our founders, Dr Derek Bird and Mr Geoff Mainwaring, at the AGM.
- The Committee would wish to record their thanks for the support they have received from the Doctors and the Practice Managers during 2013. The organisation of the Health Fair, the preparation of the Newsletter and the planning of our educational programme of talks were all the result of active teamwork between doctors and committee members.
- During the year Ken Holmes was co-opted to the Committee to take on the role of Treasurer from John Harris. Viviane Vayssieres has resigned from the Committee after four highly creative years during which she has radically changed the look of our publications and the style of our posters; she has been a driving force behind the organisation our Health Fair" and we shall miss her energy and inspiration.
- As always, we thank those members who take the time to deliver copies of our Newsletter. This year we single out Geoff Mainwaring for particular mention: he has supported the Group loyally for 20 years and has been a pillar of the delivery team throughout. His support will continue, but his delivering days are over – has Geoff set the record or are there any other deliverers still going strong from the earliest days?

EDUCATION: Sheila Uppington

- This year's programme was planned after input from members and detailed discussion with two of our Practice doctors. We held three meetings at Rothamsted.
- At the AGM in March two of our founders, Dr Derek Bird and Mr Geoff Mainwaring, helped us celebrate our 20th anniversary. They told us how the Patient Group came to be formed and included entertaining reminiscences of the history of the Group. They were followed by Dr Barber-Lomax bringing us up to date by explaining the health care of patients from today's perspective.

- In May the focus was on Current Trends in Cardiac Care led by Mr David Hackett from West Herts, explaining the features of the newly up-dated Watford Cardiac unit.
- In July Dr Simon Dawe gave us a most comprehensive presentation on Skin Problems and answered a vast range of our questions.
- The autumn meeting took the form of a Health Fair with the emphasis on 'You, your children and their health'. Much work went into this interactive event at the Public Hall – the many contributors provided an excellent programme of activities – it was disappointing that the attendance was not equal to that of the previous event at the Methodist Hall in 2010.
- For 2013 we decided to 'rest' the informal Small Group Meetings held at the Surgery for invited members; interest had declined during 2012. There will be two Small Group meetings during 2014.
- As always our sincere thanks goes to our speakers who volunteer their time and expertise free of charge, and our doctors who help us plan the programme of events. As we plan our programme in response to members' expressed interests we do hope you will support as many education meetings as possible in 2014.

EXTERNAL: Roger Gedye

- From April 2013, The Herts Valley Clinical Commissioning Group has taken full responsibility for the funding and organisation of health services in Harpenden. In association with 'Herts Valley Voices', the Patient Group is kept in touch with the progress of HVCCG.
- During 2013 both the doctors and the Patient Group have supported the plans for the development of the Red House site as a 'Harpenden Health and Wellbeing Campus'.

COMMUNICATION AND PUBLICITY: John Harris

- At the beginning of 2013 the Practice suggested a theme to run through all four editions of the Newsletter for the year – "Prevention is better than Cure". This gave the doctors flexibility in preparing appropriate articles and assisted the Editorial Panel (John Harris, Roger Gedye, Samantha Mills, Gillian Thornton, Viviane Vayssieres and Dr Sneha Wadhwani) in planning each Newsletter ahead of schedule.
- John Harris continued to edit and design the Newsletter to produce a Portable Document File (PDF) for submission to the printers electronically. Professional design support was used to improve the quality of the front cover. Each newsletter has continued to be proof read by Rosemary Horne.
- It is believed that the quality of this quarterly communication to members has been regularly improving whilst the costs have continued to be below those for the equivalent black and white publication some 6 years ago. The printing costs have continued to be shared with the Surgery, which pays a fixed amount of £296 per quarter.
- The Editor would like to thank the Editorial Panel members, all the doctors and the practice managers, without whom there would be no Newsletter. In addition, there is a large team of voluntary deliverers who make sure that you receive each edition on a timely basis. We are greatly indebted to them.
- We hope that you find this quarterly publication informative. If you have any comments or suggestions for the Newsletter please contact the Editor by email at newsletter@patientgroup.org.uk

WEBSITE: Bob Fletcher

- The Group's new website has now been operational for over a year. The new website was designed to make it easier to keep up to date and for members to access information. Items such as "Surgery Snippets" and information on the Group's events have been put onto the website as soon as the information is available. A full electronic copy of each quarterly Newsletter together with highlighted extracts has also been put on the website for all to read approximately three months after the edition has been distributed to members. To access the website: www.patientgroup.org.uk or www.davenporthouseppq.org.uk

MEMBERSHIP: Helen Hartley

- There has been a small decline in membership in 2013.
- If any member changes their address, could they please remember to inform both the Surgery and the Membership Secretary of the PPG.
- If you have any friends or family who would like to be members please telephone **Helen Hartley on (01582) 767462**, pick up a membership form from the Reception Desk in the Surgery, or visit the website (www.davenporthouseppg.org.uk) to download a form.

PRACTICE RELATED MATTERS: Roger Gedye

- To mark the 20th anniversary of the founding of the Patient Group a major financial contribution was made to the Practice in the form of a 'Surgery Pod'. Patients can now monitor their own heart rate, blood pressure and body-weight on a regular basis, providing the doctors with reliable diagnostic data without taking up valuable consultation time.

MARKETING AND SPONSORSHIPS: Viviane Vayssieres

- Viviane used the 20th Anniversary of the founding of the Patient Group to focus members' attention on the health and well-being of the family and of younger patients. September's Health Fair, 'You, your children and their health', was the highlight of 2013 and has been fully recorded in the 2013 winter edition of the Newsletter. The event was made possible by a generous financial donation from our Clinical Commissioning Group.
- Since the opening of the newly renovated Surgery premises the Patient Group committee has encouraged the Practice to install patient information screens in the two waiting rooms. Progress has been made and the screens should be in place during 2014.

YOUNG PATIENT AMBASSADOR: Samantha Mills

- This year the Patient Group has worked with the doctors and with the Harpenden Children's Centre to promote children's and family health through the 2013 Health Fair and meetings at the Children's Centre in Batford.

TREASURER'S REPORT: Ken Holmes

- **Income.** Ignoring monies paid to the PPG in error (and refunded), total income for the year was £10,361.97; of this, £7,710 (74%) came from members' subscriptions, representing a fall of 19 in the number of members, compared with the 2012 figure. The only other item of any significance was the donation from North Herts CCG of £2,500 towards the cost of the Health Fair.
- **Expenditure.** Ignoring refunds (see above), the total expenditure of £13,591.24 was more than 140% higher than last year, resulting in a deficit of over £3,000, compared with last year's surplus of £2,000. This apparent change in the PPG's fortunes was almost entirely due to the (planned) purchase of the "Surgery Pod" (£6,300) for the Practice. Although the total cost of putting on the Health Fair was more than £3,000, the grant from the CCG meant that the net cost to the PPG was around £800.
- **Overall financial position.** As the year has included two extra-ordinary items of expenditure – purchasing the Surgery Pod and putting on the Health Fair – to end the year with a balance of some £9,600 (only 25% less than last year) should be regarded as a very satisfactory situation, and one which gives the PPG a sound basis for continuing to support the Practice and its patients.