



SHP PPG Committee Meeting

Thursday, 10th April, 2025

7.00pm – 8:00pm

On-line Teams Meeting

MINUTES

PRESENT:

Sandra Matthews (Chair) SM; Liz Rowsell (Vice Chair) ER; AS; GA; MM; Anne Devrell (Secretary) AD.

APOLOGIES:

There were no apologies as all attended

Additional item: SM informed the committee that SK had tendered her resignation due to personal reasons. AD to contact SK for her address so that the committee could send her flowers.

ACTION: AD to seek SK consent in order to present her with flowers.

1. The minutes of the last committee meeting written by SM were approved for signing and uploading to the SHP website. The current database as of 10.4.25 is 290. It was also agreed that the next committee meeting on 8th May would be f2f given the technical issues experienced by some of the group and the time slippage.
2. SM asked for feedback for the first quarterly PPG Bulletin. ER and AD were able to show the committee a hard copy of the Bulletin which had been printed as an A4 folded communication. All thought it looked very effective and a better idea than stapled pages. There was some feedback from the database members regarding content;
 - An expectation of a digital article given the changes/developments currently happening for SHP patients and staff
 - One comment agreed with the move to quarterly editions
 - Another comment was made about the two proposed dates for the PPG AM. They felt that a definitive date should have been made.

ER felt that the text in red within the header should be larger to emphasise that this is a PPG document.

ACTION: SM to increase the font size within the header as appropriate.

3. Full member meeting- planning #2

A decision needed to be made around the date for this annual event. After a discussion, the majority view was that the AM for 2025 should now be promoted as Monday 19 May from 6.30pm to 8pm at the Solihull Christadelphian Hall, Grove Avenue. There



were currently 30 potential attendees and AD would further promote through the PPG email in an effort to increase the attendance. Most of the committee were keen that there was space to encourage interaction and 'Talking Tables' (an arrangement used in the AM of 2022 where those attending worked in small groups to explore themes presented to them by the committee at that time). This had worked well and many actions arose. It was felt by some of the committee that it was worthwhile to make provision for such an arrangement again, given that the PPG needs new blood. AD suggested that the committee need to consider relaxing its 'rules' particularly around committee membership and that a better option would be to seek new voices for a 'Core group' (AS) that would be prepared to meet ad hoc to shape a purposeful way forward for the PPG. LW added that we need people and their ideas and voices. Over time and through increased activities, the PPG would be stronger and more visible at sites thus creating the potential for members to work as committee members. The roles for the AM were agreed and shared out within the committee; admin and organisational preparation mainly. The specifics around 'Talking Tables' need to be agreed and finalised at 8th May committee meeting.

ACTIONS: SM – booking of Hall; PPG to provide own refreshments (member to take responsibility for this to be identified); check the availability of screen and projector if required for presentations.

LW to secure safe cups for the meeting;

AD to prepare signing in sheet and Expression of Interest for a Core group (initially); inform SHP of agreed date; secure SHP staff (including Dr Tahir – Research) and establish whether screens needed; seek volunteers to help set up and close down on the night.

4. Research update

AD met with Dr Fatima Tahir on 9th April to review the first year of SHP being a 'research Active' site.

- Most patient participation in studies is through external studies/trials recruiting our patients with particular conditions (PICS) *Participant Identification Centres (PICs) are organisations from which clinicians or clinical units refer potential participants to a research team based in another organisation, for assessment and possible recruitment to a study*
- There is partnership growing between UHB and SHP to support studies directly or as a partner
- There is now a need to recruit more staff to the team as involvement and participation grow
- Capital Funding available now and there was a discussion about what we might bid for ie ipad devices; a 'Research Bus' (I am investigating where these are used in the WM to aid decision making).
- Have asked Dr Tahir to let us know if she can attend out AM with a research/Year 1 update



Carer drop in 10 April – good attendance. Thanks to Ann and George for volunteering. Two new members recruited. Need reprint of PPG leaflets for future events.

5. The meeting closed at 8.07pm

**The next committee meeting is;
Thursday 8th May
6.30pm – 7.45pm
Monkspath meeting room (f2f)**

**The next wider membership meeting is the Annual meeting
Monday 19th May
6.00pm to 8.00pm**

**Solihull Christadelphian Hall
Grove Avenue
SOLIHULL**

Signed:*Sandra Matthews* (Chair)

Date: ...*April, 2025*.....

ACTION LOG – see content for details.