

**ROYAL EDINBURGH HOSPITAL PATIENTS COUNCIL
MANAGEMENT COMMITTEE MEETING 25 JANUARY 2010**

Present: Shirley Gowers, Marie Jenkins, Carol Manley, Charlotte Mitchell, Albert Nicolson, Alison Robertson, Patricia Whalley, Leah Marchbank, David Budd, Maggie McIvor

	Action	Outcome
<p>1. Apologies Apologies were received from Ian Hughes, Kate Cullen and Lesley Boyd. Marie Jenkins and Carol Manley were observing the meeting pending their nominations for election going to the Patients Council meeting on 1 Feb.</p>		Marie and Carol both elected at Patients Council Meeting on 1 February.
<p>2. Election of office bearers Patricia Whalley was re-elected as Chair of the Patients Council Alison Robertson was re-elected as Vice Chair of the Patients Council Elaine Dobbie was re-elected as Convenor of the Management Committee</p>		
<p>3. Election of co-opted members Cathy Robertson, Leah Marchbank, Ross MacPhail and Alan Muir were all re-elected. We agreed to keep a look out for more co-optees with appropriate skills and experience.</p>	All	
<p>4. Notes of meeting on 26 October 2009 We emphasised the importance of the Advocacy Referral & Tracking Sheets (ART Sheets) and Mini-reports. These give evidence of our work for the commissioners, make us accountable, track work and record unmet need. We agreed that Monday meetings will now comprise: 1 – 2pm – chat, catch-up (including MC and PC Meeting days) 2 – 3pm – ART sheets review most Mondays EXCEPT diary, 1st Monday of each month On days when we have visitors or speakers, we will spend 10 minutes from</p>	All	This new way of working has been implemented.

<p>1.50 – 2pm on ART sheets/diary, and invite speakers at 2pm. We stressed the value of sub-groups (Finance = Dave, Pat, Shirley, Kate, Strategy = Elaine, Alan, Maggie)</p>		
<p>5. Matters Arising Elaine is contacting the Dean of Social Science Faculty at Napier University who was supposed to get back to us about service user involvement on Napier nursing courses and the need for a co-ordinator</p>	<p>Elaine</p>	
<p>6. Collective Advocacy in Care of the Elderly and CAMHS Maggie will be working with Patricia and Shirley in Care of the Elderly, and with Marie and Sarah Dougan (from Young Minds) in CAMHS. Maggie distributed a copy of the Advocacy Plan.</p>	<p>Maggie</p>	<p>Maggie will give a verbal progress report at the next meeting.</p>
<p>7. New Director of AdvoCard Chris Mackie has now taken over from Bryan Davies.</p>		<p>Chris will attend the next management committee meeting.</p>
<p>8. Financial matters A protocol has been agreed with AdvoCard whereby they will keep enough money to cover salaries and management costs, and the rest will be transferred to the Patients Council bank account to enable us to cover all other expenses ourselves. Budget Forecasts, worked out by Bryan, to 2013 were distributed. We receive monthly management accounts from AdvoCard. Our current surplus is around £28,000. We have received accounts to April 2009 from Circles Network. Accounts from April – September 2009 will be needed for AGM in November 2010.</p>		<p>Protocol has been signed. Cheque has been received from Advocard and banked.</p>
<p>9. AOCB We agreed to invite Lesley Boyd to attend April and October management committee meetings.</p>	<p>Dave/Maggie</p>	<p>Dave has invited Lesley to April meeting.</p>

