

**Great Western Hospital Patient & Public Involvement Forum
Minutes of the Private Meeting held on April 19th 2006 at New College**

32.1 Attendance & Apologies

32.11 Attendance: Sue Pye, Trevor Davies, Patrick Titman, Geoff Heath, Brian Niblett, Adrian Hawksley.

32.12 Apologies: Godfrey Smith, Donna Reader, Molly Heath

32.2 Minutes of the last meeting in private, March 15th 2006

These were approved as an accurate record.

32.3 Matters Arising

These were moved to the public meeting.

32.4 Members' Activities

32.41 Swindon PPIF meeting

Patrick attended the meeting on April 13th. Liz Mearns (GP / trainer) led a session on Out of Hours cover. Forum member comments were welcomed.

Action: Sally to distribute written report.

32.42 Chairs' Meeting

Trevor attended this meeting. Standards of conduct were discussed. There is an ongoing debate about the position of members in receipt of confidential trust information; is all information received by forum members in the public domain?

Action: Sally to seek further clarification from HAP. Trevor to advise of specific questions to raise.

32.43 Clinical Governance Meeting

Trevor did not attend, as he did not receive the meeting papers.

32.5 Annual Health Check

The annual health check wording was agreed by members, with some amendments to the draft version.

32.6 Annual Report & Work Plan

The wording of the annual report and work plan were agreed, with some minor amendments.

32.7 HAP Update

32.71 FSO contracts have been extended until November 30th 2006.

32.72 Development fund money is not for forums to apply for this financial year, but will be used for reconfigured forums.

32.73 Members are being asked by CPPIH to participate in a training needs analysis.

32.9 The next meeting in private will be on Wednesday 17th May at 10am in Room AS01, New College.