

**Full Group – Patient Participation Group - Watlington and Chalgrove GP Practice
Minutes for Meeting held October 5, 2016**

Present; Carole Montague
Roger Beattie (Chair)
Lynn Baker
Dave Lee
Neil Topping
Ann Reed
Evelyn Chakera
Marian Davis
Peter Grout
Ann McDevitt
Doreen Hobbs
Jacky Wagstaff
Tony Williamson
Ian Jones (Guest)

Apologies; Gill Walker
Helen Moss-Black
Ellen Collins

Next Meeting; January 18, 2017 7.00 pm Watlington
(TBC) Chair (EC) Minutes

Business

1. Introduction by RB and welcome to Ian Jones who is interested in becoming a member of the PPG and to one of our Receptionists, Eva Goble, who outlined the role of GP Receptionists and answered questions. The Group thanked her for giving up her time to give such an informative talk

2. Minutes

- The Minutes of the Full Group meeting held on 22 June 2016 were approved

3. Matters Arising

- Some points were raised but discussion deferred to the relevant point on the agenda

4. Practice Update by CM

- 'Flu Days – this year letters have only gone out to those patients who are also entitled to a Shingles jab but details have been advertised in the surgeries, the Pharmacies and at care Homes. EC reported that the PPG's articles in the local publications and the last Newsletter have included information about this. DL will draw up a timetable of the PPG members who are able to help and CM reminded members that

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the most important thing is to get everyone through quickly and efficiently

- The Practice is still recruiting for a new Partner but the Practice does have a full complement of Doctors
- Another Phlebotomist is still required
- A new Health Care Assistant was appointed but this did not work out so the Practice is again advertising this position

5. Fundraising Update

- The new ECG machine was officially handed over to the Practice on 21 September
- A total of £2,228.77 has been raised this year and there is currently a balance of £653.36 which is enough to purchase 2 higher chairs; one for each waiting room. CM will liaise with AM regarding the purchase of these
- The Fundraising Committee expressed their disappointment at the amount raised by the jumble sale but felt this was probably due to the poor weather and the fact that the Co-op was closed for refurbishment

6. Carers' Champion Update

- TW outlined the sort of help that he has been able to provide so far and asked that his role be publicised more widely. Link and The Watlington Times will be asked to add his contact details to their 'useful numbers'/'useful information' pages. DL will add TW's contact details to the screens in the waiting rooms. Tony is now accredited with Oxfordshire Carers

7. School Research Project Update

- LB reported that the notice board (Primary School Project) is almost ready but is not quite as expected in terms of how information can be displayed. The school has said that it will only be able to update the information once a year so this will need to be addressed once the boards are in place and what will need to be done can be seen. LB suggested that there should be an event to mark the presentation of the boards that involves the School Council. NT endorsed this confirming that the School Council has put a lot of work into this project
- Jen Marks has completed the Icknield School Project and her report is now ready. The main findings are very similar to those of the Primary School Project. The report can be downloaded at http://www.healthwatchoxfordshire.co.uk/sites/default/files/icknield_community_college_gp_experience_report_final_version.pdf

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8. SELF Update

- NT informed the Group that the OCCG's Transformation Plan has to show how it will save £2 million by 2020. Views are being sought from the public and health care professionals on new models of healthcare
- The GP surgery in Thame has introduced a system which allows patients to respond to a text reminder of an appointment and this has reduced DNA figures significantly. CM reported that this would not have the same effect here as most appointments are not booked that far in advance
- GPs will be receiving an extra £2 per half year per patient from October if they offer emergency same day appointments and routine appointments within 7 days

9. Communications Update

- DL and Eva Goble are regularly updating the information on the screens in the waiting rooms but technical support from the supplier is poor. DL will add information about TW's role
- EC requested that a laminated copy of the Newsletter be put up on the 2 village notice boards and copies more visibly displayed in the waiting rooms

10. Health and wellbeing Update

- NT reported that the various activities (walking football, Zumba, table tennis, Pilates) are continuing to take place and are well supported

11. 'Flu Days

- A member of staff, and possibly one PPG member, will handle the registration of patients but CM reiterated that keeping the flow going of patients in and out is essential and help is mainly required with directing people where to go. Leaflets about the PPG and about an over 60s exercise group run by Sarah Fountain in Watlington on Friday mornings will be handed out, and the role of the PPG explained to patients, if time permits. Tabards will be available for PPG members to wear to help raise awareness

12. New Initiatives

- RB suggested that we arrange for a talk by the Air Ambulance and combine this with a wine tasting event to cover the costs of the speaker

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13.AOB

- Julie Quarrel is going to talk about the future of the Children’s Centre with the Steering Group
- DH reported that The Watlington Support Fund are ready to offer the Practice some funding; possibly for a couch that goes up and down or an ECG machine for the Watlington surgery
- AR informed the Group about the electric blanket safety checks that are currently taking place in Oxfordshire

Action Points	
Who	Action
Dave	<ul style="list-style-type: none"> • Draw up and distribute rota of volunteers for the 2 'Flu Days • Add information about TW’s role on the screens • Collect tabards and banner from AM • E-mail the web address of the Icknield Report to members
Carole	<ul style="list-style-type: none"> • Liaise with the Fundraising Committee regarding purchase of the 2 chairs
Neil	<ul style="list-style-type: none"> • Inform other PPGs of the website link to the Icknield Report
Evelyn	<ul style="list-style-type: none"> • Request local publications to include TW’s contact details
Roger	<ul style="list-style-type: none"> • Thank Eva for her talk