Watlington and Chalgrove GP Practice

Minutes for PPG Steering Group 10.1.2017

Present Dave Lee - Chair
Neil Topping
Roger Beattie
Lynn Baker- minutes secretary

Apologies Carole Montague - Practice Manager

Next Meetings Full membership - Jan 18th at 7pm in Watlington surgery
Steering group - March 28th at 2pm in Chalgrove surgery

Business

1. Minutes Sept 12th 2016 minutes approved

2. Matters arising Action points - Speaker for a future general meeting. RB will contact Dr Jo McManners from OCCG to check his availability.

- NT will advise re contact person for May Day stall bookings.

3. Practice Update CM emailed the following information.

- Three new sensor lights installed in the car park at Chalgrove
- Two new part time HCAs in recruited/in training – Olivia Lloyd and Maria Hoare. We hope to extend the phlebotomy appts and improve ECG/spiro appt waiting times.
- Pilot Scheme with South East Surgeries for 7 day a week appointments (see attached notice) CM is attending a meeting about this today. The proposal is for a pilot scheme to run from Jan 2017 until March 2018, in which the 10 Practices in the South East locality will work as a collective to provide access for patients in the evenings and weekends. Consultations will be for routine GP care and will not be a replacement for the current urgent care 111 service.
- Plans to decorate the public areas, i.e. hallway and waiting room in the next few months at Chalgrove

RB observed that the agreed plans for new housing in both Watlington and Chalgrove will place a further demand on the Practice

4. Communications

- Concern raised about communication between patients and the practice. Specifically two questions were raised 1. whether there is a criteria that determines whether a patient can be given a test result by phone and via a receptionist, or whether a GP must give the information to the patient. 2 when a patient is not receiving regular consultations with a clinician, are they considered responsible for requesting a blood test that they believe is appropriate for their medical situation.

  DL will follow this up with CM

5. Finance

- LB advised that the treasurer has confirmed that a balance of £173.96 remains in the PPG account
- DL will advise CM that the Practice has approx £150 to spend. A small balance will be retained in order to keep the account open, provided it does not incur charges.
- The fundraising team are to be congratulated for achieving their objectives for 2016. Both surgeries have benefitted from their efforts

6. School Project

- Health House in Chalgrove Surgery. LB will contact CM and Julie Quarrell in order to increase the supply of suitable material to display in the Health House. DL agreed to laminate the material. DL will also change the design of the Health House doors so that they are kept in place by hinges rather than the current Velcro system. He will also see if a better system than the current pin board can be made so that posters can be safely displayed on the Health House.
- NT advised that 2 year 6 children will write a piece about the Health House for the local magazines in both villages.
- NT advised that currently the school is heavily engaged in working with the Children's Centre and others to submit a proposal for keeping some of the Children's Centre services going after the Centre has to close in both villages at end Feb. 2017. Once the future provision becomes clearer we agreed that JQ (head teacher) should be invited to a steering meeting to inform us more fully.

7. SELF

- NT reported that as a result of the recent SELF meeting he has been able to put our Carer's Champion, Tony Williamson, in touch with Oxford Carers
- DL agreed to try and attend the next SELF meeting on Jan 19th on behalf of the PPG as NT is unable to be there

8. Public Meeting

- Agreed that we schedule this for Autumn this year. Subject will be the NHS transformation plan as it affects us nationally and locally. Possible speakers could be Dr Jo McManners and a GP from our practice.

9. May Day

- Agreed that the PPG stall would be offering information only, as a PR exercise
- The general membership will be approached to see who might volunteer to be lead organiser
- Suggested that in order to reduce the burden of work involved, the PPG could either request a stall in the main hall, or we could ask if we could share a GO Active stall if there is to be one.
- NT will bring the name of a contact person for May Day to the general meeting on Jan 18th and will also contact Go Active to see if they plan to run a stall.

10. AOB

- NT raised a concern about prescribed medication that the pharmacy cannot supply owing to problems with the manufacturer. Does the pharmacy routinely inform the GPs when this problem arises?
- NT's recent article in the community magazines on prostate cancer has raised a lot of interest. Agreed that others in the PPG membership should be invited to write about their health/treatment experiences particularly if the illness in question is one that is known to affect a significant patient population. The PPG will retain the right to edit pieces appropriately before publication.

- Minor Injury Units - are we keeping patients sufficiently well informed about them? DL agreed to check when we last mentioned them in local magazines and PPG Newsletter
- Urgent care 111 service. NT advised that the reserve bidder for this service is now in negotiations with OCCG to provide the service
- EC raised several issues and questions in her recent email to the steering group. DL will discuss them with CM prior to the general meeting

11. Agenda for general meeting Jan 18th

Lynn Baker to chair

1. Present
2 Apologies
3 Minutes of meeting Oct 5th 2016
4 Matters arising All
5 Practice update CM
6 Finance PG/LB
7 School project LB
8 SELF NT
9 111 service NT
10 May Day PPG stall All
11 Public meeting All
12 AOB All
13 Date of next meeting All

ACTION POINTS

DL - discuss communications concerns with CM
advise CM of balance in PPG fund that is available to spend
make alterations to the Health House as agreed
attend SELF meeting on Jan 19th if possible
check promotion of MIU in PPG/local publications
advise CM of questions raised by EC

RB - follow up on speaker for a future general meeting. One suggestion is to ask a pharmacist.

LB - contact Julie Quarrel and CM to obtain material for use in the Health House

NT - advise re name of person through whom a May Day stall can be booked
- contact Go Active to ask if they plan to run a stall and if so if they would be willing for PPG to share the space.

LB 10.1.17