

Core Group -Patient Participation Group- Watlington and Chalgrove GP Practice.

Minutes for Meeting April 28th 2015

Present Kai Howard

Carole Montague (new Practice Manager)

Dave Lee

Neil Topping

Roger Beattie

Jenny Tindale

Lynn Baker

Next Meeting May 26th 10.00am Watlington

Business

1. Carole Montague was introduced by Kai and welcomed. Kai was thanked for his work over the last 3 years.

2. Minutes from March 24th meeting approved with the amendment to include Neil in the apologies for absence. The Statement of Intent is completed and approved by the GPs. Dave has circulated it to the wider PPG membership.

3. Practice Manager's update -

- Kai confirmed that Friday is his last day and that Carole's email is now on the website and in the Patient's leaflet. It is Carole.Montague@nhs.net Over the next few months Carole and Kai will maintain email connections so that information isn't lost as a result of the change in staffing.
- New receptionist - Karen Wilson will replace Sheila who is retiring at the end of June.

4. SELF update -

- Neil explained that SELF(South East Locality Forum) covers the 10 practices in South Oxon and it meets every 2 months. The Clinical lead is Dr Jo MacManus and the Chief Executive is David Smith.
- Neil advised that currently there are 3 issues of potential concern for our PPG - Health Fairs; Townlands Hospital; and integrated locality teams (health and social services working together)
- Next SELF meetings are May 21st 10.00am in Wallingford : July 16th 10.00am in Thame.

5. Patient Questionnaire -

- Dave presented this as a possible means of attracting more membership into the group, particularly with the reduced membership from Watlington in mind.
- The group felt that articles about the PPG in the free publications in both villages would be a better way to promote membership of the PPG. The articles could also introduce Carole as the new Practice Manager.

6. Watlington Memorial Club - see action points.

7. Benson Health Fair -

- Thanks were expressed to Ann Reid, Evelyn Chakera and Carole Montague for attending this event; and to Evelyn for reporting back on it.

- It was agreed that a Health Fair in this area could be of value. 2016 was suggested as a possible time, and the Chalgrove May Day Festival as a possible venue which could include the use of Oxfordshire County Council health bus were it available
- Further discussion will take place at a future meeting with the wider PPG membership with a view to forming a steering group for this project should it be agreed

8. PPG displays in surgeries -

- At this stage the preference is to research systems that provide information to patients rather than those that seek suggestions from them. With this in mind, the use of revolving information screens in the waiting rooms was discussed.

9. Future meeting schedule -

- Presented by Dave and agreed. Dave has emailed this to all PPG members
- The Core Group would welcome a volunteer from the wider membership to act as "first reserve" should any member of the Core Group be unable to attend a meeting.

10. AOB

- Go Active leaflet for Chalgrove will be organised by Roger and Neil
- Practice leaflet for patients will be updated and brought to the next meeting by Carole
- Lions Club "Message in a Bottle" scheme is well known to the GPs and is on the practice website
- Townlands Hospital. Julia Stackhouse (Communications and Engagement Manager, NHS South, Central and West Commissioning Support Unit) wishes to attend a full membership PPG meeting to brief us about the future of this hospital
- Chalgrove School Survey- see action points. Lynn Baker, Neil Topping and Helen Moss-Black are the PPG steering group members for this.

The meeting closed with a presentation, further thanks to Kai for all that he has achieved for the practice and our good wishes for his future job.

ACTION POINTS

- Dave will put the Statement of Intent on the website
- Carole will pass on our request for staff, especially new ones, to wear their name badge
- Carole will bring her initial thoughts on the PPG core group to the next meeting
- A PPG volunteer is needed to attend the next SELF meeting with Neil on May 21st. Please contact him if you can do so.
- Lynn will contact Evelyn to ask her to draft the article on the PPG for the 2 free village magazines
- Roger will contact the Watlington Club and suggest that they invite the Go Active rep to one of their meetings
- Neil will seek advice from the person in Sonning Common who has expertise in revolving information screens
- Neil will invite Julia Stackhouse to the next meeting of the full PPG membership on June 3rd 7pm in Watlington
- Kai will brief Carole on the Chalgrove school survey so that a meeting can be arranged with the doctors to progress the survey results
- The Core Group will request a volunteer from the wider PPG membership to act as "first reserve" to the Core Group meetings.

