

**Full Group – Patient Participation Group - Watlington and Chalgrove GP Practice
Minutes for Meeting held September 25, 2019**

Present; Carole Montague
Dave Lee (Chair)
Neil Topping
Josephine Carrington
Doreen Hobbs
Jacky Wagstaff
Ann Reed
John White
Evelyn Chakera

Apologies; Marian Davis
Ian Jones
Lynn Baker

Next Meeting; 14 January 2020 2:00 pm Watlington
(TBC) Chair (EC) Minutes

Introduction; DL introduced our speaker, Louise Davison, Pharmacist at the Chalgrove Pharmacy. She outlined the processes involved in fulfilling the different types of prescription and answered a range of questions put to her by the Group

Business;

1. Minutes

- The Minutes of the Full Group meeting held on 18 June 2019 were approved, as were the Minutes of the Steering Group meeting held on 3 September 2019

2. Matters Arising

- After some discussion as to whether the Group wanted a First Aid course, it was decided to ask Andy Long to run a refresher session on the use of a defibrillator
- DH reminded the Group of the opening times of the Watlington drop-in centre; no other member of the Group had yet been able to make a visit

3. Practice Update by CM

- The new telephone system should be up and running by the end of the year. It has been decided that it will be better to continue to wait, rather than sort something out independently, as that way training and support would be provided. The contract with the current company has been renewed for one year
- The Flu vaccines have been received and 150 patients have already been vaccinated whilst attending routine appointments. There are no issues with supply of the vaccine this year. Appointments to have a Flu jab can only be made once the 2 drop-in Flu Clinics are over

4. SELF Update by NT

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- The SELF group had not met since our last meeting however NT reported that there is some uncertainty about future backing as Healthwatch’s current support will end at the end of this year. The next meeting is on 3 October and he should know more about the future arrangements after that
- Restructuring of the SE and SW Locality Forums is effectively increasing the current number of GP Practices who meet and work together from 10 to a super forum of 22
- CM commented that each member of the current Network of 3 GP Practices, of which we are one, has to agree to provide a service; if one declines then the other 2 should cover the service between them. The current Tuesday early morning/Saturday openings are examples of such a service that our Network is providing
- A Pharmacist (locum) has been employed part time to work at these 3 Practices to carry out medication reviews. This is being funded for one year but after that, the cost will have to be shared. Due to the size of our Practice we will have this service one day a week
- NT asked members if they had seen the document ‘Good Practice amongst Patient Participation Groups in S E Oxfordshire’

5. Communications

- DH reported that there is a possibility that Watlington’s ‘Parish News’ may stop publishing as they are not generating sufficient revenue from local advertisers. DL reported that Chalgrove’s ‘Link’ has also experienced a reduction in advertising. The free ‘Look Local’ publication, which has a circulation of over 7000, has probably had an influence on this

6. Future PPG Events

- Flu Days – DL has prepared a rota of volunteers to help with these and members were asked to fill empty slots but there is still a shortfall
- A “Dying Matters” event – after some discussion as to potential interest and location it was agreed that we do not have the manpower or the funds to hold an event of this type even if it were to be on a smaller scale than the joint one held at Benson

7. AOB

- JW asked if copies of Médecins Sans Frontières’ Newsletter could be made available in the surgeries for patients to read. CM advised that only NHS information is displayed in the waiting rooms but agreed that copies could be left on the magazine table

Action Points	
Who	Action
DL	<ul style="list-style-type: none"> • Ask Andy Long to run a refresher session on the use of a defibrillator