

Minutes of Meeting Thursday January 23rd 2014 1-extended after 2 pm

Present

Patsie Law Chair (PL) Arrived at 1.25

Anton Glinski Practice Manager (AG) Left at 1.55

Nycky Edleston (NE)

Jude Charlton (JC)

Phil Kelly(PK)

Pre Patsie's arrival AG took the opportunity to raise formatting of minutes. Requested that Regular Action Anton: Regular Action Patsie: Specific Action Patsie and Anton be placed at end. Also detailed that minutes should appear on PPG part of website, did not wish the following to be acted upon(this was detailed in last minutes 12/12/13)

AGENDA next meet – discuss fact last loaded minutes are for 28/1/13 this does not look current and reflects poorly on PPG. Therefore should we remove minutes? This is not something that is being done methodically and transparently. What can we offer realistically ?. At present website has 19/2/13 and 14/3/13 in black but no live link. None of minutes uploaded since Jan 2013. Since JC doing they have been available for Aug/Sept/Oct/Dec. .

Timescale on above to be decided **Action PL AG**

Anton continued with information on the Clinical Commissioning Group (CCG) seeking a Clinical Chairperson and the fact that the practice would be voting on this.

Also informed group that Dr J Fay would be leaving the practice at the end of September, to extend her work for National Institute for Health and Care Excellence (NICE). She is at present a part time member and will become full time one.

The new partner at the practice in September will be Dr Prewitt.

1)Welcome and apologies

On PL's arrival at 1.25 apologies received from Gill Eltringham (GE)

AG continued by raising OCCG deficit. He gave a useful insight to the necessity for 'mergers' (he detailed a similar thing had occurred under Primary Care Trusts(PCT)).

PL detailed she had attended a meeting that discussed this last week and the word 'federations' had been used in this context. AG agreed that this was the case and that practices were tendering for work from the County Council.

Contracts were arising and 'tendering as a federation' would occur.

AG gave 5 examples of health areas that were at present being bid for:- Smoking Cessation; Chlamydia; Opiate Substitution; Long-term contraception; Health Checks.

Each federation of groups will have a 'bidder'.

PL questioned whether 'Healthwatch' was active. JC detailed invitation to 'HEARSAY' – Social Care Engagement Event Friday 14th March 11-3 The King's Centre, Osney Mead, OX2 0ES (any ?'s to 01865 520520).

AG spoke about Quality and Productivity (QP) Indicators, these will cease in March.

AG detailed Patient Survey online and available (and being given out) on reception as hard copy. Entitled 'St Bartholomews & Oxford Brookes Patient

Participation Group Survey' – unfortunately no space given to inviting new members to this group.
Homepage of website as below -

Care Quality Commission Inspection We are pleased to tell you that St Bartholomews Medical Centre and Oxford Brookes Medical Centre passed as fully compliant.

Online appointment booking and online repeat prescription requests. We are about to launch online booking and repeat prescription requests. In order to be able to do this you will need to register with us for a log on and password. You can either collect a form from Reception or download one from the file below, fill it in, and return it to us. [Online form](#)

Patient Participation Group (PPG) - Annual patient survey. The PPG would like you to spend a few minutes to fill in our online survey. We will then analyse the results and discuss them with the Practice. Your views are valued. Please click on the link below for the online survey and a paper one is available from Reception as an alternative. <https://www.surveymonkey.com/s/BZMXR63> Thank you Patsie Law - PPG Chair

PL raised Better Care Fund (for elderly patients) – she feared it was a case of moving funds around.
1.55 AG left.

2) Review of minutes and matters arising

This did not happen

3a) Recruitment

PL - not being pursued at present.

3b) Leaflet

PL - work in progress, not completed yet.

4) AOB

Pre listed Agenda items PL detailed her discussions with AG and link to mosque through Shenaz.

PL detailed Brookes Term starts tomorrow.

Ideas on the way forward eg guest speakers.

PL suggested Dr Bevan – as practice representative on CCG, she also suggested a representative from 'Healthwatch'.

Survey of patients – practice and NHS this was discussed earlier.

Forms for on-line prescription service

JC showed 'Vision Online Services'(VOS) form available in reception area (under poster for service)

The group felt this form was giving 'mixed messages' and the 'Vision Online Services' could cause confusion we all felt could be misinterpreted as to do with eyes.

The pre registration process appears rather protracted. Visiting the online portal to this was equally not particularly 'user friendly' – see above [Online form](#). The group agreed that we should all register to use the service as a way of accessing this new service and better understanding the routes into it and usage of it. **Action all PPG members**

Date of Next Meeting Thursday March 6th 6-7 p.m

Regular Action Anton

- 1) Book room for next meeting 6/3/2014 6-7pm.
- 2) Have copies of approved minutes and Agenda available for the start of every meeting. Also copies of any other documentation requested for meeting.
- 3) Ensure that minutes are uploaded to website.
- 4) Ensure hard copies of minutes are available for GE to pick up from the desk. Also any other hard copy material she may have requested at meeting.ASAP.
- 5) Liaise with Chair re any Action taken since previous meeting.
- 6) Forward all relevant (CCG etc) items to all PPG members – so they can be read pre each meeting. By email unless hard copy requested – as per GE.

Regular Action Patsie

- 1) Once approved, these minutes are circulated to all PPG members and Anton.
- 2) **The Agenda is circulated and any additional items for this requested 2 weeks before next meeting. This will also serve as a way of reminding PPG members that meeting is imminent and to send apologies if unable to attend Items highlighted in bold red AGENDA next meet in these minutes should be included on relevant Agenda**
- 3) Between meetings – if possible – meet with Anton at practice, if not, ensure that any relevant information is gathered from Anton pre next meeting. Anton will attend for lunch-time sessions (not evening unless requested) from 19/9/2013.