

Minutes of Meeting Thursday 10/7/2014 1-2

NB previous meeting 29/5/14 6-7 was cancelled due to lack of availability. of PPG members

Present

Patsie Law Chair (PL)

Jude Charlton (JC)

Anton Glinski Practice Manager (AG)

Gill Eltningham (GE) 1.20 arrival phone call had detailed 1.30 start.

Phil Kelly (PK)

1)Welcome and apologies

Nycky Edleston (NE) Appointment in Banbury was going to try to come.

2)Review of minutes for 17/4/2014 1-2. (Meeting 29/5/14 cancelled).

AG briefed PPG on Brookes Surgery developments.

In September rules re registration changing so that the 'catchment area' rules no longer apply and there is not the requirement of having to provide home visits. AG reiterated provision: - Drop In service in morning. Bookable slots with Nurses in afternoon Doctor available all day – St Bartholomew's doctors take this in turns and locum doctors provide this service too. At present no need to increase staffing to ensure cover.

NB PPG Week was not marked in any way within the surgery due to lack of PPG member availability.

Minutes agreed.

3)Matters arising

As above

4)Feedback on meetings attended

PPG Forum 8th July 2014 JC/PL

PL detailed that new head of 'Healthwatch' is Rachel Coney

Also that Nigel Slater is leaving

Annie Tyson at above meeting representing Commission Support Unit (CSU) as Communication and Engagement Officer. She detailed that the 'Talking Heath Platform' online was welcoming feedback in questionnaire format on Patient Transport. Action PPG members.

Pat Wood gave a brief history of 'Restore'.

Alan Kilham gave a presentation on 'Procurement and outcome based commissioning'.

Dr Merlin Dunlop-Clinical lead at Donnington-did a presentation on GP Funding and a week in the life of a GP.

JC in her feedback on this meeting detailed that these Forums offer very valuable background into the role of commissioning.

5)Leaflet and letter to Mosque

PL approaching a North Oxford company – ongoing.

Links to Mosque via Shanaz on hold.

6) Practice staffing information. Brookes Medical Centre

PL detailed that Jericho practice was having difficulty recruiting GPs. AG provided background information on recruitment procedure for partners and salaried partners. AG detailed St Bartholomew's consists of 6 partners and 2 salaried doctors. Within that there was a mix of full and part time work. AG detailed that Ursula had left and interviewing for a replacement would take place 'next week'. There will then be 3 practice Nurses. Annie on maternity leave so cover will be required..

A new member of admin staff – Clare.

GE asked if there could be more 'visibility' of Doctors individual working days. AG responded that patients should be able to see any doctor within 48 hours, if there was a specific doctor requested there may be a longer wait as not all our doctors work fulltime.

JC had requested via Chair that an invitation should be extended to Dr Fay to attend a PPG pre departure to Emergency Medical Unit (EMU) either at this meeting today or our next one. Action – since our meeting JC has spoken to Dr Fay in person and she has noted our next meeting in her diary. She will attend if at all possible.

Brookes Medical Centre dealt with under section 2.

7) AOB

AG confirmed signed NAPP certificate displayed in reception area. PL confirmed this.

PL requested that AG display information on PPG on screen in reception. Action AG. Wording to be agreed.

PK commented favourably on new reception staff uniform. AG detailed reception staff had been major part of decision making process.

Invitation to attend beginning of next Core Group meeting extended to all PPG members.

Please find notification of a presentation which is being delivered by Dr Rosie Rowe - Oxfordshire Clinical Commissioning Group (OCCG) on **Tuesday 22nd July – 2pm – 3pm at Restore, Michael Young Building, Manzil Way, Cowley, OX4 1YH.**

City PPG/Forum reps are being invited to attend the presentation by Rosie Rowe which will be followed by questions/answers and discussion. The theme and context for the presentation are set out below:

Vision and Strategy for Primary Care in Oxfordshire

As part of the primary care programme OCCG is committed to developing a 2-5 year strategy for primary care in Oxfordshire. Building on the feedback received from patients, the public and other key stakeholders during the 'NHS Call to Action' programme that took place in the Autumn last year, Rosie Rowe is engaging in discussion with locality PPG Forum's to identify patients' views on how they would like to see general practice develop and the issues and concerns that they have with current provision. The feedback and information provided by PPG/Forum reps will help to shape and inform discussions that OCCG will be holding with GPs and practice managers at locality meetings.

Date of next meeting 21/8/2014 6-7

Regular Action Anton

- 1) Book room for next meeting 21/8/2014 6-7
- 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.