

Swanage Medical Practice Patient Participation Group

Confirmed Minutes of Meeting held on 10 September 2019 at 6:30pm

Present

Margaret Broadhurst, Chair (MB)

Karen Wright, Treasurer (KW)

Sally Fazekas (SF)

Tim Mersey (TM)

Jan Owens (JO)

Dr Ciara Murphy, GP (CM)

		Action
1.	<p>Welcome and introductions</p> <p>Margaret welcomed everyone to the meeting, particularly Jan Owens, for whom this was her first meeting. Jan explained she had lived in Swanage for 20 years, working for the NHS throughout this time, and that she is currently the Lead Governor on the Council of Governors at Dorset HealthCare University NHS Foundation Trust. She is also a member of NHS Dorset CCG's Patient Engagement Group (PEG).</p>	
2.	<p>Apologies and resignations</p> <p>Apologies had been received from Sandra Rhead (SR), Dianne Carter (DC), Nicola Fitchett (NF) and Natasha Ritchie, Practice Manager (NR).</p> <p>It was also noted that Dave Morton (DM) and Caoimhe O'Sullivan (CO'S) had resigned from the PPG - and that Margaret had written to thank them for the contributions they had made to the PPG. Everyone was very sorry to hear that Dave and Caoimhe were no longer able to continue as PPG members and requested the Minutes also record their thanks for the contributions they have made - particularly Dave's many contributions during the eight years he had been a PPG member. Natasha had confirmed that the Practice would also be acknowledging Dave's long service with the PPG.</p> <p>Dave was currently a co-signatory to the PPG's Bank Account, so a new co-signatory to the Bank Account would need to be identified. He had also very kindly set up the PPG email account, which is linked to our NAPP membership (it 9s an alias of one of his email account inboxes). Margaret reported that she had been in touch with Natasha to request whether it would be possible to set up a PPG email account through the Practice and Natasha was currently investigating this possibility.</p> <p>It was also noted that Caoimhe had taken on the role of Secretary earlier in the year, so a new Secretary would also need to be identified.</p>	<p style="text-align: center;">NR</p> <p style="text-align: center;">NR</p>
3.	<p>Identification of new Secretary and Co-signatory to the PPG's Bank Account</p> <p>Sally agreed to replace Dave as a co-signatory to the PPG's Bank Account - Karen agreed to liaise with her regarding the completion of the required paperwork.</p> <p>Margaret agreed to fulfil the role of Secretary, in addition to being Chair.</p>	<p style="text-align: center;">SF/KW</p> <p style="text-align: center;">MB</p>

<p>4.</p>	<p>Future priorities</p> <p>Margaret introduced the discussion about the PPG’s future priorities and drew everyone’s attention to the following documents which she had circulated prior to the meeting, as background information for the discussion:</p> <ul style="list-style-type: none"> • PPG Terms of Reference - particularly the PPG’s aims and objectives • Practice Newsletter Summer 2019 • Purbeck Progress August 2019 edition (attached) • GP Patient Survey 2019 - results for Swanage Medical Practice (see: https://www.gp-patient.co.uk). <p>She also informed everyone that Natasha had indicated that, from the Practice’s perspective, she felt the most important tasks the PPG could help with over the forthcoming months would be to promote awareness of eConsult and to encourage patients to sign up to GP online services.</p> <p>Following a wide-ranging discussion, the Group agreed the following priorities:</p> <ul style="list-style-type: none"> • Promote awareness of the PPG and its remit, and recruit new members • Encourage patients to join the Patient Email Group (Virtual PPG) • Encourage patients to sign up to GP Online Services • Promote awareness of new services being provided • Support the delivery of new initiatives - eg by promoting awareness eConsult • Promote awareness of the Purbeck Primary Care Network (PCN) • Support the delivery of the Purbeck PCN’s priorities - eg Purbeck Leg Club • Raise funds to help improve the services provided by the Practice. <p>Actions for each of these priorities were also agreed - Margaret agreed to summarise the agreed priorities and actions in a separate document.</p> <p>It was also noted that the PPG’s Terms of Reference needed to be updated to reflect the contribution the PPG is making to the Purbeck Primary Care Network.</p>	<p>MB</p> <p>MB</p>
<p>5.</p>	<p>Minutes of meeting held on 14 May 2019</p> <p>The Minutes of the meeting held on 9 July 2019 were agreed. Margaret agreed to send the final version of to Natasha for uploading to the Practice website.</p>	<p>MB</p>
<p>6.</p>	<p>Matters arising not covered elsewhere on Agenda</p> <p>6.1 Seafront Stalls and other events - and renewal of insurance</p> <p>Margaret reported that she was still waiting to hear back from Natasha regarding the possibility that the Practice’s insurance could, in future, cover the PPG for hosting seafront stalls and stands at other events. Assuming that this can be arranged, all agreed that the PPG should continue to organise events to raise funds for the Practice (eg hosting seafront stalls), as well as hosting stands at other events to promote awareness of the PPG.</p> <p>Margaret agreed to contact Natasha again about Insurance for the PPG.</p> <p>It was felt it would also be helpful for the public to know what the PPG is raising funds for and Dr Murphy agreed to discuss this with the other Partners.</p>	<p>MB/NR</p> <p>CM</p>

7.	<p>Treasurer's Report</p> <p>Karen reported that there was £522.85 in the PPG's Bank Account and £67.83 in petty cash - giving a total of £590.68.</p>	
8.	<p>Surgery Report</p> <p>Ciara gave the Surgery Report:</p> <ul style="list-style-type: none"> • A GP Registrar, Dr Deepchand, had started working at the Practice in August. She is jointly supervised by Dr Murphy and Dr Katie Evans • Dr Haines would be retiring on 30 September 2019 - his successor, Dr Qureshi, has been appointed and would be starting at the Practice in October; PPG members asked whether anything was being organised to mark Dr Haines' retirement and, if so, whether the PPG could also be involved - Dr Murphy agreed to get back to the PPG accordingly • The Practice was still actively recruiting new GPs • One of the Practice Nurses, Ali, was now a fully signed up prescriber; Jane, who had also recently completed successfully the Nurse Prescribing Course, would also soon be able to start prescribing • The Practice was also hoping to recruit another Practice Nurse. 	CM
9.	<p>Flu Vaccination Clinics</p> <p>Margaret reminded everyone that the dates of the two dedicated flu vaccination clinics had now been confirmed: 28 September and 26 October between 8:30 and 14:30. It was noted that, at the previous meeting, it had been agreed that the PPG would be present in the Reception Area during these sessions to promote eConsult and GP Online services, as well as the PPG - rather than helping with the actual running of the Clinics (as had happened in previous years).</p> <p>Prior to the meeting, Sally had indicated that she could help on both days and Nikki had indicated that she was able to help on 26 October. Margaret and Jan indicated that they could also help on both days. Tim was only available on 28 September.</p> <p>It was agreed that each session should be divided into three two-hour time slots and a provisional rota was agreed. Margaret agreed to contact the PPG members who had not been able to attend the meeting to find out which time slots they would be able to cover, and to then get back to everybody with the confirmed rota.</p>	MB
10	<p>Application to relocate Well Pharmacy from Co-Op Foodstore to Station Road</p> <p>Margaret reminded everyone that the PPG had been invited by NHS England to submit comments on an application to relocate the Well Pharmacy (now owned by Bestway National Chemists Limited) from the building where the Co-Op Foodstore is also located to larger premises at 22 Station Road (the building where Barclays Bank used to be located). According to their application, the main reason they wish to move is to have more space to enable them to improve the quality of the services they currently provide (their current premises are small). It was not clear whether they intend, in future, to provide any additional services. The core and total opening hours would remain the same.</p>	

	<p>Margaret had circulated the application to members of the Patient Email Group, as well as to PPG members, inviting comments on the application, and was pleased to report that she had received quite a few comments - from both PPG members and members of the Patient Email Group. Many objected to the application because of the accessibility and convenience of the current location, particularly for those experiencing mobility problems, and because the proposed new location is too close to the town's other two pharmacies. Others were in favour of the proposed move - provided that it does result in improvements to the quality of the services provided.</p> <p>Margaret had compiled a draft letter to Primary Care Support England, summarising the comments she had received, which she had circulated to PPG members earlier that day. Following further discussion, Margaret agreed to finalise the letter for submission to Primary Care Support England (final copy of letter attached).</p>	MB
11.	<p>Feedback from meetings attended by PPG members</p> <p>11.1 Lindsay Leg Club Foundation Training Day - 16 July 2019</p> <p>Margaret reported that she had attended the training event on 16 July 2019 and had heard about the good progress being made with setting up a Leg Club in Purbeck - as well as learning more about Lindsay Leg Club Foundation and the data collected by Leg Clubs for the Lindsay Leg Club Foundation.</p> <p>Margaret had also circulated an update from Alan Clevett (Chair of the Corfe Castle PPG) about what is now officially known as the Purbeck Leg Club, which also included a copy of the poster being used to identify volunteers to help at future treatment sessions (attached). It was noted that the first treatment session had taken place on Monday 2 September 2019 at Wareham Parish Hall.</p> <p>Sally said she would be very happy to help with treatment sessions from the beginning of November 2019 and Margaret agreed to let Alan Clevett know.</p> <p>11.2 Meeting with Purbeck PPG Chairs - 23 July 2019</p> <p>Margaret reported that she had attended a meeting with the Chairs of the other five PPGs in Purbeck on 23 July 2019 and that they had been joined by Cheryl Lewis, Purbeck Locality Project Manager, and Gill Foott, Engagement & Communications Co-ordinator (PPGs). She drew attention to the document she had circulated with the Agenda (attached), which provides detailed feedback from what she felt had been a very helpful and informative meeting.</p> <p>It was noted that it had been agreed that the Purbeck PPG Chairs would meet on a regular basis and that they would also in future be invited to attend meetings of the Purbeck Locality Partnership Group.</p> <p>11.3 Our Dorset Engagement Event - 25 July 2019</p> <p>Margaret reported that she had attended the Our Dorset Engagement Event held on 25 July 2019 on behalf of the PPG. She drew attention to the feedback about the event she had circulated with the Agenda (attached).</p> <p>During the event, attendees had been invited to have their say on the priorities for the new Plan for improving health and wellbeing in Dorset, which was currently being developed jointly by the local NHS and the local councils.</p>	<p>SF MB</p> <p>MB</p>

	<p>The Plan, entitled <i>Our Dorset - Looking Forward</i>, includes six priority areas:</p> <ol style="list-style-type: none"> 1. Individuals 2. Communities 3. Living well 4. Wellbeing 5. Workforce 6. Digital innovation. <p>It was noted that several PPG members had completed the <i>Our Dorset Looking Forward</i> Survey (closing date for completing the survey was 18 August 2019).</p> <p>11.4 Health, Housing and Care in Purbeck Events - August 2019</p> <p>Jan reported that she had attended one of these public events organised by Dorset Council to share initial feasibility options on the provision of new GP services and health hub, extra care and supported living housing, a new nursing home, local community facilities and recreational spaces for the area.</p> <p>During the event, attendees expressed concern about the proposal to relocate the Integrated Health and Social Care Team to Westport House (the building previously occupied by Purbeck District Council) - rather than co-locating them with the GP Practice and the rest of the Primary Care staff in the Community Hub, as previously planned.</p>									
12.	<p>Speakers at future meetings</p> <p>It was noted that Margaret had circulated an update on the implementation of the Dorset Care Record (DCR), which included an offer from the DCR Programme Team to give a talk at one of our PPG meetings. All agreed that we should take up this offer and Margaret agreed to invite them to attend the next meeting.</p> <p>Margaret informed everyone that Gill Foott was also planning to attend the next meeting.</p>	MB								
13.	<p>Any other urgent business</p> <p>None</p>									
14.	<p>Dates of future meetings:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">12 November 2019</td> <td style="width: 50%;">14 July 2020</td> </tr> <tr> <td>14 January 2020</td> <td>8 September 2020</td> </tr> <tr> <td>10 March 2020</td> <td>10 November 2020</td> </tr> <tr> <td>12 May 2020</td> <td></td> </tr> </table>	12 November 2019	14 July 2020	14 January 2020	8 September 2020	10 March 2020	10 November 2020	12 May 2020		
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Mrs Margaret Broadhurst (Dr Margaret Guy)

Chair

22 September 2019