**Dr P K Mohanty**

**Witham Health Centre**

**Patient Participation Group**

**Meeting Minutes**

**Date 24 April 2013 at 2pm**

**Attendees: Apologies for absence:**

Dr P K Mohanty (Part) General Practitioner Joss Fehmi Practice Secretary

John Croager Practice Manager Kenneth Keefe

Brian Proctor (Chair) Denise Saunders

Morris Timberlake

Jeanette Johnson

Janet Butler (Part)

Steve Burtrand (Secretary)

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| **Item** | **Details** | **Action** |
| **1** | **Minutes of last meeting (19 March 2013)**The minutes were agreed as final, and will be formally signed-off by the Chair at the next meeting. **Steve** thanked **John** for producing these, owing to his unexpected absence. There were no associated matters arising.The minutes of meetings held on 27 Nov 2012 and 22 Jan 2013 were belatedly signed-off as final by the Chair.  | **Chair** |
| **2** | **Action Log Review**Outstanding actions were reviewed:* **Tollgate PPG:** **Steve** advised that he and **Brian** are planning to attend the next PPG meeting of the Tollgate Practice in Stanway (near Colchester) on Thursday 23 May at 6.30pm, as it hadn’t been possible to make their last meeting on 28 Feb. There is room for two other people in the car; anybody interested in coming along should email **Steve** by **15 May** – when he will provide Tollgate with names.

Several issues are impending:* *National GP Survey Results* will be displayed on the waiting room TV screen once the current building works at the Health Centre are completed; these can already be found on the Practice website.
* A r*oster of invited guests* (i.e. Health Centre staff attending future PPG meetings to discuss their roles and the purpose of the Group) will be drawn-up in May-June – after year close has passed.
* The ‘*Help Desk’* will be discussed again after the Tollgate Practice PPG; it is proposed that their views on setting this up should be sought and considered.
 | **PPG Members / Steve****(John)****(John)****(PPG Members)** |
| **3** | **New Meeting Date(s)** It was agreed that the next meeting should take place after attending the Tollgate Practice PPG (i.e. early June or later), once there has been an opportunity to talk to them about how their Group is managed and the sorts of issues arising. **Brian** and **Steve** will meet **John** after 23 May, to report back on the Tollgate meeting and also to discuss what he’s got coming up; a decision can then be taken about the timing of the next meeting, and the frequency of future meetings.  | **Steve to arrange** |
| **4** | **Promoting the PPG** Those Group Members who hadn’t yet had an opportunity to read the recent article published in the Witham & Braintree Times (27 March) were able to do so. It was hoped that this interview with **Brian** and **Steve** would help to raise more awareness of the Group and its purpose amongst registered patients in the local community, and possibly attract some new members.It was suggested that other ways of promoting the Group in future might include local radio, although caution must be taken so as not to be seen to be advertising and thus breaking NHS protocol. A recorded interview would be favoured over a live interview – but only when there was something of consequence to talk about (i.e. the launch of the ‘Help Desk’), and there is more certainty about what people need and expect from the PPG. **Steve** asked about the possibility of holding a PPG meeting in the evening, which might encourage people unavailable in the afternoons to come along. This has been raised previously. **John** advised that existing protocol (not including the period of the current building works), was for the cleaners to lock-up and set the building alarm each night after they had finished; this would likely make a later meeting difficult, as somebody else would need to take responsibility for overall security of the Health Centre – likely somebody from the Practice – who only ever use a small section of the building.  |  |
| **5** | **Practice News (Practice Manager Update)*** Health Centre Refurbishment: building works to refurbish the Health Centre are continuing, and have been causing some disruption. The waiting room and main meeting room haven’t been decorated yet. There has also been a setback on work to replace the facia, soffits and guttering, but overall the workmen have been doing a good job.
* Staffing: a new receptionist starts work on 29 April, and a female doctor is joining the Practice on 21 May – working Mon & Tues initially but eventually Mon – Thurs inclusive.
* Training: representatives from the Practice attended a Practice conference on 23 April, which was run by the Nursing & Midwifery Council. This included a presentation from the Care Quality Commission. There is a drive to provide more help to Practice Managers in managing the increased burdens of running the business side of a GP surgery.
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| **6** | **Any Other Business*** Mid-Essex Healthcare Plans 2013-16:

Following discussion of the draft plans at the last meeting, **Steve** noted that the final 3-year refreshed Plan was scheduled to be published in May; he suggested that the content of this should be discussed at an appropriate time, and maybe the views of Dr Mohanty sought on the final recommendations. It was agreed that this would be added to the PPG Forward Look. **John** advised that as the Clinical Commissioning Group (responsible for producing the Plans) has only recently started operating and as such is still ‘finding its feet’, their publication might either be delayed or withdraw. This observation was noted. The final proposals are expected to include cessation of, and cuts and modifications to, existing services – as part of savings to NHS budgets. Under proposed new plans, more is also expected to be delegated by hospitals to GP surgeries; GP’s aren’t happy about this and certain aspects will be challenged by the CCG Board, which is comprised predominantly of GP’s. * Date of Next Meeting: provisionally set for Tue 11 June at 2pm. To be confirmed.
 | **Steve**  |