

ST LUKES AND BOTLEY SURGERY PATIENT PARTICIPATION GROUP

MINUTES

25th January 2018

Present	Teresa Griffin (chair) Carol Duncan(secretary) Bronia Hallum, Diane Slater, Jenny Little, Angela Brombley, Pauline Matthews In attendance: David Barkley Business manager Living Well Partnership(LWP) Lauren Wileman Operations manager LWP	Action
Apologies	Joanne Taylor, Jane James.	
1.0	Membership update; Teresa had emailed non attenders of the active PPG group. Jill Hubert, Barry Griffin now will be virtual members.	
2.0	Minutes of the meeting of 26/9/17 were approved.	
3.1	Update from the LWP: David outlined his background, role and aspirations. He is a non clinical partner in the 5 practices partnership which merged in Oct 2017 comprising 14 clinical partners and himself. The merger excludes clinical services at this stage. There are shared central services—Finance, HR, Contracts, Ordering, Health and safety, Lead personnel. In the Operations area, there are leads for Patient Services, Reception, Site, Performance data and IT, Records, Patient workflow, Scheduling. Medicines management is commissioned by the CCG. New developments planned, include Training Practice recognition (GP Trainees) Streamlined Urgent care pilot at Weston lane and Harefield surgeries with a team of GP, paramedic, advanced nurse practitioner and duty receptionist. Chronic disease management with designated nurses. There is some cross cover of staff, but Botley and St Lukes have a different records system non compatible with the other surgeries. PPG members raised priorities such as routine appointments difficulties and PPG involvement in decisions and planning. There was discussion of the use of econsult, and upskilling reception staff to gather more information before offering GP routine appts. There are constraints posed by limited telephone lines and IT capacity. AB requested additional hours at Botley. David and Lauren were thanked for their input.	
4.0 Matters Arising	Minor Injuries poster changes suggested, Bronia will talk to Clare. Anticoagulant clinic. There are insufficient nurses trained to take this development forward. Update on dementia friendly surgery status. CT reported that she and Teresa planned to visit Botley in February and produce a report on both surgeries for the next PPG meeting.	Bronia Carol
5.0 PPG networking meetings	Carol and Joanne had attended the W Hants CCG PPG meeting which was aspirational with plans to be proactive, widen access, supporting patients in and out of admissions. WHants has longer length of stay compared with similar populations. 33% more community staff would be needed to take developments forward.	

	Teresa reported from the Southampton CCG network meeting. Our surgeries are in the WHant CCG but we need to establish links with the Southampton CCG PPGs in particular the Healthwatch work on data collection and analysis.	
6.0 Staff changes, attendances	Specialist diabetic nurse has left, Rachel Diaper is leaving. Reception staff now only 1 vacancy. DNA numbers have reduced.	
8.0	Next meeting will be on 27 th March at St Lukes surgery.	