

TADLEY PARTICIPATION GROUP (PPG)

Minutes of a meeting held on Wednesday 9th March 2016 in the conference room at Holmwood Surgery at 6:30 p.m.

Attended by: Paul Woodgate, Hayley Bone, Lorraine Burden, Matt Burden, Alan Chambers, Claire Chambers, John Davis, Derek Heath, Peter Parsons, Gillian Tomlins, Val Turnbull, Dr Annie Hogan, Heidi Williams and Hazel Metcalfe.

1. Apologies

Kate Wright, Graham Wright, Alison Jenner, Dr Helen Prince

2. Minutes of the last meeting

The minutes were agreed a true record of the previous meeting.

3. Matters arising

Covered under items on the agenda.

4. Sign up to Safety progress report

PW reported that Dr Prince is spending a great deal of time revisiting the statements in the draft pledges which are felt to be over-complicated. Professor Jane Reid, NHS Southern Lead for this programme will give a briefing at Holmwood to this Committee. Date to be arranged by PW.

5. Access to Health Project

A meeting was held in December attended by JD, Dr. Hogan and Anne Togher (co-opted) for the Practice and Roger Jones (Head teacher) and Sarah Marston (Assistant Head teacher) for The Hurst Community College.

Results from the pupil survey indicated that regardless of age or gender the main concern of pupils is that of Mental Health. Staff feel that they are seeing more pupils presenting with anxiety and low self-esteem yet are unable to support them as all relevant services are already over-whelmed.

In February Child Psychiatrist, Tess Miles who is an expert in Child and Adolescent Mental Health met with Practice staff to provide training and discuss how sessions at The Hurst might be usefully managed. Sarah Marston has moved from the College and will be replaced by David Hurley. Dr Hogan will pursue the matter by writing to him asap.

6. December 2015 PPG newsletter

All present agreed that this was an excellent first newsletter. AC, who produced it, felt that that the system of individuals writing contributions reflecting the actions of the PPG in recent months worked well and suggested that this collaborative approach be used to generate future editions. AC will arrange a copy deadline for a mid-year follow-up edition but invited members to send anything relevant to him at any time.

7. Health related projects

PP spoke of the success of the Steady and Strong (Balance) classes held at The Salvation Army Hall. Participants are enthusiastic and grateful for the opportunity to attend locally in stead of travelling to Basingstoke (which most wouldn't be able to do). A second group could run if a leader could be found. Tadley Town Council are supportive and willing to contribute funds for mats which are needed. HW suggested a poster be produced to publicise the success PP has achieved with this project.

PP also listed the defibrillators now available locally at

- Allen's Garage
- Pamber Heath Memorial Hall
- The Hurst Community College

- Tadley Swimming Pool
- Silchester Village Hall
- Tadley Community Centre

HB reported that these are listed in the Tadley Round-a-bout publication. It was agreed that more defibrillators would be desirable so HW will ask the Practice about siting one at Holmwood and PW will contact the Loddon Valley Lions, Sainsbury's and AWE for funding.

PW asked for further ideas as to projects that might be promoted by the PPG committee.

8. Information from the Practice

HW described a new NHS system whereby patients can complete a form and gain access to a list, without comments, of their medical information. Following an application doctors will scrutinise available information, some of which was summarised when computerization of records was introduced. This may take up to 28 days and it is anticipated that in the majority of cases access will be granted.

9. Review of the PPG Terms of Reference

The Terms of Reference document was based on an online suggestion in May 2014. Whilst felt to be broadly relevant and adequate the Committee considered it would be useful to review it. After a lengthy discussion the following changes were agreed;

- ✦ the number of committee members will increase to 15 (from 14).
- ✦ having a second vice-chair has worked well so the list of officers will include this extra role.
- ✦ members of the wider PPG should play a greater role with those with a specific expertise being co-opted for specific short-term in-put.
- ✦ the word 'honest' ('open and honest debate') is implicit so will be removed.
- ✦ a 'rolling programme' of 5 year terms of membership will be established over time with 20% standing down each year although they would be eligible for re-election.

Points for further consideration are

- ✦ how to measure achievement? This is difficult though feedback from the Practice, Tadley Town Council, the CAB and patients has been positive.
- ✦ joining members should understand the commitment exceeds the four full committee meetings a year by being prepared, for example, to work on a sub-committee, assist at flu clinics, conduct surveys or work on a marketing stand at a local event. Prior to the AGM existing members might list their contributions to demonstrate the range of the committee
- ✦ expressions of interest will be sought prior to the AGM
- ✦ the current rule regarding 'apologies' is hard to challenge

10. Planning for the AGM

The AGM will be held at Holmwood on Wednesday 29th June. A short meeting of the new committee will be held on Wednesday 13th July at which officers will be elected.

11. Any Other Business

DH pointed out that conflicting advice as to actions to take if you experience symptoms of a heart attack when on your own or when you are the only person with someone experiencing symptoms are to be found on NHS websites. HW to ask Dr Hogan to put definitive advice on the next Practice newsletter. DH to forward emails on the subject to HW.

The Practice does not receive the CCG minutes so PW, as Chair will organise that they do in future.

PP asked a question regarding the Sainsbury's pharmacy who have been asked to take patients who historically used the dispensary. HW confirmed that nine hundred and twenty patients had a letter to this effect. Patients have been told they must in future have their medicines dispensed by a local pharmacy – the letter did not specify which one

JD asked if the PPG could investigate phlebotomy services locally as blood tests often result in extraordinary waits (four hours at the NHH, Basingstoke).

It was suggested that in future dates of committee meetings be fixed a year in advance to avoid diary clashes. This will be implemented at the next meeting.

HB has organised the collection of old bras for Breast Cancer. A collection box is sited at The Hurst Community Centre. HW offered to display a poster in the waiting room and on the Practice website.

The meeting closed at 8.27 p.m.

The next meeting will be held Wednesday 25th May (time to be confirmed) in the Conference Room at Holmwood Health Centre.

H Metcalfe
15/03/16