**Slaidburn Health Centre PPG meeting held on Monday 9 March 2020 at 7.30pm in Slaidburn Surgery**

Present:

Dr Amy Bonner

Mike Fairbairn

Kim Shutes

Vicki Wood

Bob Staples

Heather Harrison

Jackie Howard

Apologies:

Tracey Ankers

Neil Webster

Paul Elms

Mel Shutes

Liz Scott

Val Sharpe

Lynda Stephenson

Mary Beattie

Zoe Elms

John Ashworth

1. Welcome, introductions and apologies

The Chair welcomed those present and apologies were read out. Apologies were accepted as above.

The Chair proposed Kim Shutes to be Secretary until the AGM to be held in May 2020. This was agreed.

1. Minutes of meetings held on 2 September and 28 November 2020

Minutes of the meetings held on 2 September and 28 November 2020 were agreed as true records.

1. Matters arising
* It was decided to append a discussion about an action plan resulting from previous meetings as it was felt to be more important to agree the Constitution and Terms of Reference at this meeting. The action plan will evolve over time.
* A decision that 5 members of the group were to be present for the meeting to be quorate following a discussion in the meeting.
1. Dr Bonner updates
* Medical students have been in for a fixed term each in order for them to observe the practice in action. One student has already finished and has given some very positive feedback to Dr Bonner.
* The administration burden continues and has proven difficult to solve as it is not possible to add an additional admin contract until there is greater certainty about the future of the practice. Help is still on hand from Clitheroe practices at times.
* The industry placement student is a help but only in for one day a week.
* No progress as yet on an apprenticeship but this is still a possibility in the future.
* A new Facebook page has been launched as part of the NHS Digital strategy ACTION – Vicki to link to the Friends of Slaidburn page in order to obtain a wider reach.
* Video consultation equipment is due to be delivered in order to offer this enhanced service to patients. A discussion followed about the feasibility of this service as we are unsure how many patients might have access to this technology.
* Routine appointments are still available every day together with urgent appointments if required. These are treated as telephone enquiries to triage followed up with an appointment if necessary.
* The same amount of appointments are offered over the week but over 6.5 instead of ten sessions giving an overhead saving.
* NHSE have removed the facility to make appointments on line to avoid the potential of someone visiting the surgery with Covid-19 and passing infection on. Instead, all appointments are made over the phone with patients triaged before being offered an appointment. The surgery will continually review the situation as the virus spreads and patients are encouraged to wash hands and sanitise on entering the building. ACTION – Heather to ensure that MyGP has a message about this change of routine.
* Nursing support from the Clitheroe surgery has been difficult to maintain due to issues in that surgery; Slaidburn currently receives three hours support on Thursday mornings.
* Dr Bonner explained that she had good working relationships with the Clitheroe practices and in particular with Pendleside and that they are prepared to provide back up to her services if required.
* Dr Bonner has attended a re-launch of a local charitable health initiative, “To Hill and Back Rural Runners’ and has left some leaflets for patients. The objective of this group is to encourage outside activity in order to help encourage positive mental health.
1. Discussions:
	1. The Constitution and Terms of Reference

The adoption of the Constitution and Terms of Reference was discussed. The group agreed to adopt the documents circulated but to delete any reference to the virtual PPG as it was felt not to be practicable for this practice at this time.

* 1. Virtual PPG

The virtual PPG is to be deleted from the Terms of Reference as it is felt not to be relevant to the practice at this time but will be reviewed in the future.

* 1. CQC ‘guidance to working together’ document

The document was discussed. Group members have already had the chance to review the document. It is of great use as it clearly spells out the expectation of the group and will be regularly reviewed to ensure we are following the guidance. ACTION – Kim Shutes to add as a standard agenda item to ensure review.

* 1. Castle Medical CQC report was discussed. It gives a good indication of what CQC would be looking for in the practice accepting that Slaidburn is greatly different to Clitheroe practices.
1. AOB

The AGM was discussed as it will be an open meeting to be held in Slaidburn Village Hall. Jackie Howard to check on availability of the hall – confirmed as available. ACTION – surgery staff to action an advertisement of the AGM to ensure good attendance.

Mike Fairbairn is to contact CCG for a discussion about the continuation of Slaidburn Health Centre and what the PPG can do to facilitate this.

Mike Fairbairn pointed out that we had committed to invite a young person to attend PPG meetings. Vicki’s daughter has volunteered. Kim to get her email address in order to add her to the group email.

Heather Harrison reported an increase of 58 patients since October 2019. It was explained that this is obviously good but at the moment does not attract any additional funding whilst giving an additional medical and administrative burden.

Kim Shutes offered to help Heather Harrison update policies and procedures in order to remove some of the admin burden.

Mike Fairbairn explained that in the event of a CQC inspection, there is a requirement for a number of PPG members to attend and meet with inspectors. He asked for volunteers. Vicki, Kim and Mike offered to attend in this event.

Concerning potential drip in sessions. Dr Bonner, Heather and Kath Webster to discuss potential ‘drop in’ sessions last Thursday of each month to provide patients and their relatives and carers with information about the wider picture of health.

1. Close

Th meeting closed at 21.20. Next meeting to be the AGM held in Slaidburn Village Hall on Monday 19 May 2020 at 19.30.