

**Minutes. SWOLF**

**19<sup>th</sup> March 2019, 10am to 12.30pm** Didcot Civic Hall

<b>Present</b>	<b>Name</b>		<b>Organisation / LF</b>
	Martin Tarran Jones	MTJ	Woodlands Medical Centre
	Gene Webb	GW	White Horse Medical Practice
	Tom Thacker	TT	Newbury Street Practice (Wantage)
	Janet Parker	JP	Newbury Street Practice (Wantage)
	Graham Hall	GH	White Horse Medical Practice
	Lesley Powell	LP	Didcot Health Centre
	Sue Hanon	SH	Church Street Practice (Wantage)
	Emma Teasdale	ET	Healthwatch Oxfordshire (minutes)
	Anne Lankester	AL	OCCG
	Mary Braybrooke	MB	Clifton Hampden Surgery
	Dermot Paddon	DP	Woodlands Medical Centre
	Bob Lassam	BL	Marcham Road Health Centre
	Shelagh Garvey	SG	Didcot Health Centre / SWOLF Chair
	Jonathan Crawshaw	JC	OCCG

<p>1.</p>	<p><b>Welcome, introductions and apologies</b></p> <p>SG Welcomed everyone to the meeting.</p> <p><b>Apologies</b>          Bruce Claxton          Terry Cornford          Hazel Knott          Mark Dalling          Eileen Langley          Anne Brownson          Laurie Jackson          Richard Pullen</p>
<p>2.</p>	<p><b>Minutes of meeting held on 15th January 2019</b>          Item 2          BL spoke to Lynn Coley regarding presenting the EMIS presentation to SWOLF just waiting for confirmation.</p>
<p>3.</p>	<p><b>Proposed changes to Minutes of meetings</b></p> <p>Group members proposed to trial a shortened version of minutes capturing key points and actions. ET to send draft SG, minutes will then be sent onto all members for clarification within 2 weeks. PPG members to provide a short update to ET prior to meeting.</p>
<p>4.</p>	<p><b>Chair update OCCG/LFCs</b></p> <p>SG explained that most of the items discussed at the OCCG/LFC meeting were on the agenda, SG mentioned the Vasectomy survey and that John Reid SELF Chair had attended the discussion groups representing the LFCs.</p> <p>Concern was expressed that the OCCG/LFC and GP locality minutes are not up to date on the OCCG website. AL to investigate.</p>
<p>5.</p>	<p><b>Feedback on Primary Care Stakeholder meetings – Wantage and Didcot</b></p> <p><b>Didcot</b>          AL confirmed the CCG had not organised another stakeholder meeting to discuss primary care challenges for the growing population of Didcot. However, the CCG were working closely with the Local Planning Authority as some minor amends need to be submitted on the plans for a potential new health centre on the GWP. The LPA are keen to permit the application and the CCG should hear in the next month or so. The revised plans will remove the MRI bay to allow for more parking, remove the coffee shop as this would not fit with the other local providers, provide a shadow survey which may result in the plans coming in height line with the adjacent shops. Concerns were raised by SWOLF members about the lack of parking on the site.</p> <p><b>Wantage</b>          SH informed group that there is confusion as to what the survey needs to include; as a medical survey has already been completed and is with council. Villages were not included in original town council survey the request has been made to include all OX12. The next survey needs to represent questions about services that people use and need that haven't been asked before, direction is still being waited for from OCCG. There is concern that the time frame given for the survey to be completed isn't long enough due to the current situation.</p> <p>Item to stay on agenda</p>

6.	<p><b>Update on SWOL</b></p> <p>BL has agreed to attend SWOL meetings as the SWOLF representative. AL reinforced the importance of having a patient representative. AL informed the group that all practices will be meeting in early April to discuss PCNs, opportunities will be given to network in their proposed PCN's.</p> <p>JC updated SWOLF in agenda point 8.</p>
7.	<p><b>Proposed amendment to SWOLF Terms of Reference</b></p> <p>SWOLF members agreed to the minor changes.</p> <p><b>Action</b> <b>MTJ to amend to reference SWOLF patient representation at SWOL meetings.</b></p>
8.	<p><b>Feedback and Updates</b></p> <p><b>Primary Care Networks</b> JC updated that Primary Care Networks (PCN) will be the same clusters as neighbourhoods, the contract is due to start 1<sup>st</sup> April 2019, they will cover 30 – 50 k patients. Delivering services across the whole of the network over next 5 years There will be some extra funding available to be used for extra services. All practices need to confirm which network they are in and their Clinical Director to OCCG by 15th May.</p> <p><b>GP contract</b> This was discussed within PCNs</p> <p><b>Locality Plan</b> AL has started to make minor changes to the Locality plan, this won't be able to be completed until PCNs are in place the plan</p> <p><b>PET-SCAN service</b> LFC's have contacted local MPs due to the concern over the re-contracting of the PET-CT-SCAN.</p> <p><b>HWO PPG Forum event</b> 106 registered, 34 practices represented across all 6 localities. Delegates had the opportunity to shared best practice and network with other PPGs. Future events will take place this year.</p>
9.	<p><b>Appointment of SWOLF Chair and Vice Chair(s)</b></p> <p>SG explained that she had been chair of SWOLF on a meeting by meeting basis. Following the notice of intent given at the January meeting, she said that she was now prepared for election. MTJ confirmed the motion to the meeting and asked for a proposer. DP obliged. He asked for a seconder. MB obliged. He then called for a show of hands in favour, which proved unanimous. He declared the election result: SG elected to serve as SWOLF chair for up to 3-years, as per the SWOLF Terms of Reference.</p>
10.	<p><b>Update or bubbling up issues from PPGs</b></p> <p>Marcham Road Health Centre (BL) The PPG has a new secretary.</p> <p>White Horse Medical Practice (GW) The practice has a new Chief Executive David Owen Smith and a new Practice Manager Ann Saddler.</p>

	<p>Newbury Street Practice (JP /TT) Hospital at home is working well. The practice will be holding a Wellbeing event in September.</p> <p>Woodlands Medical Centre (DP/MTJ) The practice has introduced the text messaging system. The Patient group membership meetings are held every 3 months. 50 people attended a talk given by Dr Hart. The AGM will take place on May 20<sup>th</sup> this will be attended by a female weightlifter, age 70, to show people that you can exercise in older years. MTJ informed the group that after 7 years he has decided to step down and resign as Chair of Woodlands PPG. 2 candidates have applied, and interviews will take place at the end of April.</p> <p>Clifton Hampden (MB) The PPG would like to work with other PPGs. 2 talks have been delivered one by the Practice Nurse who spoke about diabetes. The second by Verity Reilly Collins informed the PPG about an After-Cancer Wellness day that is being held at Dorchester Village Hall on 12<sup>th</sup> April 2019.</p> <p>Didcot Health Centre (LP/SG) Patient survey, the results are still to be analysed. There has been no decision on a formal date for the AGM. The Over 60's leaflet from Bicester Health Centre (BHC) will be adapted for Didcot Health Centre. The other leaflets produced by BHC may be able to be used in a joint venture with all Didcot PPGs.</p>
11.	<p><b>Healthwatch Update</b></p> <p><b>PPG Forum report has been uploaded onto the Healthwatch website –</b>  <a href="https://healthwatchoxfordshire.co.uk/wp-content/uploads/2019/03/PPG-Forum-Report-January-2019.pdf">https://healthwatchoxfordshire.co.uk/wp-content/uploads/2019/03/PPG-Forum-Report-January-2019.pdf</a></p>
12.	<p><b>Any other business</b></p> <p>AL announced that she is leaving her role as OCCG Locality coordinator. SWOLF thank her for all her support and hard work.</p> <p>MTJ expressed his concern over the Gynaecology outpatient document and having to put a pause on referrals there is no confirmation regarding whether the lack of being able to cope is due to staff or theatre capacity. JC explained that the theatre capacity is due to not having the amount of staff to perform the procedures.</p>
13.	<p><b>Date of the next meetings 2019</b></p> <p>All Saints Room, Didcot Civic Hall from 10 am -12.30 pm is booked for the following dates:</p> <p><b>28 May – Confirmed</b>  23 July  17 September  19 November</p>
	<p><b>Summary of Actions</b></p> <p><b>Item 7:</b>  <b>MTJ to amend SWOLF TORs to reference patient representation at SWOLF meeting</b></p>