

Minutes. Oxford City Locality Forum

18th April 2018, 1.00 – 3.00 pm. The Venue@Cowley

Present	Name		Organisation / LF
	Sylvia Buckingham	SB	Botley/Kennington PPG
	Elaine Cohen	EC	Observatory Medical Practice
	Tracey Rees	TR	Manor Surgery
	Margaret Simpson	MS	Manor Surgery
	Nicola Perrett	NP	Healthwatch Oxfordshire (minutes)

1.	<p>Welcome and introductions</p> <p>Apologies</p> <p>Roger Smith Kathryn Evans Julie-Anne Howe Vivien Sieber</p>
2.	<p>Minutes of previous meeting</p> <p>The minutes were agreed</p>
3.	<p>Matters arising</p> <p>EC will ask Julie-Anne Howe about the list of clusters</p> <p>A walking group is being set up at the Jericho Health Centre. Manor has a walking group starting on 1st May. There is also a walking group at Botley. Go Active at Oxford City Council is supporting this.</p> <p>SB went to the last monthly GP commissioning meeting. EC will send the group the dates of subsequent meetings and venues. There is a standing invitation for two from the Oxford City Forum to attend this monthly meeting.</p> <p>Action: EC will ask Julie Anne Howe about the list of clusters Action: EC will send the group the dates of subsequent meetings and venues of the GP commissioning meetings</p>
4.	<p>Planning for 15th May event</p> <p>The group discussed progress to date and that seven table discussions are planned:</p> <ul style="list-style-type: none"> • Kathryn and Vivien have offered to help on the day • The programme is in draft • Kiran Collinson has agreed to facilitate the last session • TR has found it difficult to get firm commitment from Oxfed <p>There is confirmed attendance for the market place from the Centre for Sustainable Healthcare and Academic Health Sciences</p> <p>Actions:</p> <ul style="list-style-type: none"> • TR will make a further request for support from professionals at Oxfed • EC will invite the confirmed market place groups to be on a table to lead a discussion as well • EC will revise the programme so there is something more definite to promote • NP will distribute the programme to PPG members/patients at GP practices 19.04.18 • The group will distribute the programme to their networks • NP will provide an update on numbers to EC on 24.04.18 • MS will distribute 60 hard copies of the programme. NP will post these if unable to collect from Jubilee House • Thursday 10th May NP/EC/TR will meet at WOCA at 10.30 to do the final planning work

<p>5.</p>	<p>Annual Report</p> <p>EC has queried the length of the annual report from OCCG and also has questioned who is the intended audience. EC has found the guidance from NHS England stating the need for it to be accessible, appealing, short and in other formats. There will be an executive summary.</p> <p>The group discussed their concerns that</p> <ul style="list-style-type: none"> • the report draft does not reflect the reality of PPGs • PPGs are portrayed as a success when they represent limited views • the report is overly positive • it is all about process and nothing about outcomes or what has changed • there is a lack of self-awareness • it is too detailed • it does not reflect what patients think <p>The group agreed to request a meeting with Julia Stackhouse from the CSU.</p> <p>Action: EC will draft a response to the CCG about the annual report for the group to comment on. The group will forward examples of things they find annoying by Monday 23rd April.</p> <p>Action: EC will write a response for Oxford City for the annual report with positives eg walking groups, the drop in to address loneliness, open day for dermatology, diabetes group, and negatives eg the lack of diversity reflected in PPG work, the valuing of PPGs by practices.</p>
<p>6.</p>	<p>System wide working – what does it mean for the City PPG Forum?</p> <p>TR led a discussion following the Locality Forum Chairs meeting 17.04.18. At the OCCG meeting next week they will discuss:</p> <ul style="list-style-type: none"> • Insufficient patient focus • The length of plans • Patient representation on committees (Primary Care Commissioning, Audit, Quality committees) • PPG Awareness week – they will ask the comms team how effective last year was and what is wanted this year? • An update on online consultation • Progress with plan on a page • GDPR and guidance for PPGs • Social prescribing - acknowledgement is needed that PPGs have been encouraging this <p>SB asked whether children’s issues are raised; TR suggested SB attends to talk about CAMHS. EC suggested there is less focus on children’s services due to the age of most PPG members.</p> <p>TR gave feedback from the Healthwatch Oxfordshire board meeting where questions were put to Lou Patten about</p> <ul style="list-style-type: none"> • supporting change and innovation as there has been small scale and incremental change • the focus on prevention and promotion a focus • the voluntary sector and concern for sustainability in the next generation. <p>The West and North localities have more links with District Councils due to the way they were set up. TR suggested thinking about how the Oxford City group can build better relationships with community centres to improve diversity. EC suggested having a planning meeting next time to decide how the group will move forward.</p>

	Action: TR will request written guidance from the OCCG about the implications of GDPR for PPGs
7.	PPG Feedback and activity As included in above discussions
8.	Updates from other meetings As included in above discussions
9.	AOB 13 th June 1 – 3 at Jericho Health Centre, Walton Street, OX2 6NW
	<p>Summary of Actions</p> <p>Item 3: EC will ask Julie Anne Howe about the list of clusters</p> <p>Item 3: EC will send the group the dates of subsequent meetings and venues of the GP commissioning meetings</p> <p>Item 4:</p> <ul style="list-style-type: none"> • TR will make a further request for support from professionals at Oxfed • EC will invite the confirmed market place groups to be on a table to lead a discussion as well • EC will revise the programme so there is something more definite to promote • NP will distribute the programme to PPG members/patients at GP practices 19.04.18 • The group will distribute the programme to their networks • NP will provide an update on numbers to EC on 24.04.18 • MS will distribute 60 hard copies of the programme. NP will post these if unable to collect from Jubilee House • Thursday 10th May NP/EC/TR will meet at WOCA at 10.30 to do the final planning work <p>Item 5</p> <ul style="list-style-type: none"> • EC will draft a response to the CCG about the annual report for the group to comment on. The group will forward examples of things they find annoying by Monday 23rd April. • EC will write a response for Oxford City for the annual report with positives eg walking groups, the drop in to address loneliness, open day for dermatology, diabetes group, and negatives eg the lack of diversity reflected in PPG work, the valuing of PPGs by practices. <p>Item 6: TR will request written guidance from the OCCG about the implications of GDPR for PPGs</p>