



<p>1.</p>	<p><b>Welcome and introductions</b></p> <p>Elaine welcomed the group. The group introduced themselves.</p> <p><b>Apologies</b>          Julie-Anne Howe          Tracey Rees          Rachel Ruscombe-King</p>
<p>2.</p>	<p><b>Minutes of previous meeting</b></p> <p>The minutes were agreed.</p>
<p>3.</p>	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• The MIND presentation is still to be circulated</li> <li>• Friday 21<sup>st</sup> September is the CCG Primary Care workshop to have a process for GP closures. However, Locality Forum representatives have not been invited. At the same time Locality Forum Chairs have been invited on selection and performance panels at short notice.</li> <li>• A pop-up banner for events will be produced in conjunction with Healthwatch Oxfordshire</li> </ul>
<p>4.</p>	<p><b>Membership Update</b></p> <ul style="list-style-type: none"> <li>• Laura Epton has been contacted. She wishes to be kept on the core group mailing list.</li> <li>• Bruce Gow has not responded so will be removed from the mailing list</li> </ul> <p>Included on the core group list will be:          Andrew Grillo – MIND (andrew.grillo@oxfordshiremind.org.uk)          Lan Jenner – OxFed          Rachel Ruscombe King – Citizens Advice          Penny Faust – St Bartholomews Medical Centre</p> <p>A new member of staff from Healthwatch Oxfordshire will start in post in October to support the group</p>
<p>5.</p>	<p><b>Meeting with Practice Managers 23<sup>rd</sup> October</b></p> <p>The practice managers have asked that only the core group attends this meeting. A venue has not been identified Availability at The Venue will be checked.</p> <p>EC and Matthew Brammell have drafted a questionnaire. The group would like to be able to email this to PPG chairs directly but have a mixture of practice manager and PPG contacts. RS can ask in the practices where he is a pharmacy delivery driver who the PPG contact is.</p> <p>It was agreed that EC will put the questionnaire in survey monkey. EC will ask JAH to send to practice managers to forward to PPG Chairs.</p> <p>NP will leave it as an action for HWO to work on the PPG mailing list for Oxford City as a priority.</p> <p>The group discussed PPGs and how they can learn from good practice from other</p>

	<p>PPGs suggesting a county wide event:</p> <ul style="list-style-type: none"> <li>• Brevity of some speakers / Hearing what happens / Valuing opportunity to meet other groups (marketplace)</li> <li>• EC suggested the model of the GP knowledge exchange i.e. 2 minutes to say what you do</li> <li>• VS - Lunch matters – a half day event with classy biscuits</li> <li>• EC suggested including other groups that could work with PPGs to help with representation e.g. special interest / religious groups</li> <li>• The group agreed it would be good to have PPGs and practice managers together plus GPs</li> <li>• A venue –would need to have parking and be accessible – suggestion the Kassam Stadium.</li> <li>• Linking with Community Information Network – building links.</li> <li>• Unless the practices engage there is no point as you take the learning back and nothing further happens with the PPG.</li> </ul> <p>EC would like to work with OxFed to be able to demonstrate how PPGs add value e.g. have someone on a Friday morning to help people access online patient services.</p>
6.	<p><b>November Event Planning (main item)</b></p> <p>The group discussed the potential content of the November event:</p> <p>Integration – what does working with social care mean? Understanding the complexity of who is out there, and what patient groups can do to add value.</p> <p>Target audience is PPGs, practice managers, any others with an interest in health and social care.</p> <p>Jackie Wilderspin as a speaker about prevention / integration? Compere to link different speakers in sequence Someone from health to say what it means to them?</p> <p>Market place – 5 minutes / 2 slides model Have displays around room – go around and they introduce themselves</p> <p>Group work would be arranged by the 5 GP clusters. Each table would consider the top 3 health/care issues for their particular cluster. This will need preparation with assistance from Public Health. Service providers/facilitators on the tables would need to be briefed on the key issues for that cluster.</p> <p>The idea would be to see what PPGs can contribute/learn from the issues discussed</p> <p>11.30 – 12.30 introductions/presentations 12.30 – 12.45 comfort break and lunch 1.00 – 2.00 table cluster work 2.00 – 2.30 Express café (three action points) and close</p> <p>EC will contact Rachel Ruscombe-King and find contacts from JAH Date and venue to be confirmed – check availability at WOCA</p> <p>EC will hold/ manage the action plan in the short term</p>
7.	<p><b>Update from CCG – to include meeting of LFCs</b></p>

Oxford City Locality Forum Meeting 12<sup>th</sup> September 2018 1.30pm – 3.30pm The Venue @ Cowley

	<p><b>VS</b> attended the OCCG Locality Forum Chairs meeting. The Chair did not introduce the members. VS did not know who people were.</p> <ul style="list-style-type: none"> <li>• There was discussion about earwax removal</li> <li>• Uptake of patient online services by practice was shared. There is wide variation in uptake even in co-located practices</li> <li>• There was a digital transformation presentation. There is funding available to support this. VS has concerns about the practicality of the proposed plan. Record sharing and transfer of care are included in the priorities.</li> </ul> <p>EC said Matt Hancock as the new minister is very keen on IT developments.</p>
8.	<p><b>Updates from PPGs</b></p> <p>Not discussed</p>
9.	<p><b>AOB</b></p> <p>Not discussed</p> <p><b>Date of Next Meeting</b></p> <p>23<sup>rd</sup> October 2pm business meeting to catch up on event programme</p>
	<p><b>Summary of Actions</b></p>