

Minutes. Oxford City

30th January 2019, 1.30pm - 3.30pm. Jericho Health Centre

Present	Name		Organisation / LF
	Sylvia Buckingham	SB	Botley/Kennington PPG & Healthwatch
	Elaine Cohen	EC	Observatory Medical Practice
	Penny Faust	PF	St Bartholomew's
	Julie-Anne Howe	JAH	OCCG
	Dr Caroline Potter	CP	Oxford University (Health Services Research)
	Tracey Rees	TR	Manor Surgery
	Rachel Ruscombe-King	RRK	CA
	Roger Smith	RS	Observatory Medical Practice
	Emma Teasdale	ET	Healthwatch Oxfordshire (minutes)

1.	<p>Introduction and Apologies EC welcomed everyone to the first meeting of 2019. Everyone introduced themselves.</p> <p>Apologies Alex Hill Vivien Sieber</p>
2.	<p>Minutes of previous meeting</p> <p>Minutes were agreed.</p>
3.	<p>Matters arising</p> <p>A summary from the Practice Managers meeting 23rd October 2018 was discussed. There was disappointment with the number of Practice Managers who attended, but it was noted that it was half term week. Comments were made that PPGs would like to work with the practice to meet their needs but that they can't do this unless there is more feedback to the PPG from the practice.</p> <p>One example concerned the patient toilets at Observatory Medical Practice that have been out of order for the past 6 months due to not being able to fix the lighting. At a recent PPG meeting there was talk of involving the local press.</p> <p>RS spoke about an organisation called Schools Space based at Wheatley, they give schools the opportunity to hire out space to raise extra funds. A discussion ensued as to whether practices could also earn money by renting out space. JAH explained that some buildings are leased through other organisations, such as NHS Property Services, and there could be contracts which wouldn't allow subletting; However, where buildings privately owned there may be the opportunity to investigate – it was always worth raising the idea with practices directly.</p>
4.	<p>Dr Caroline Potter - Oxford University Health Services Research Unit</p> <p>CP works in the Population Health Unit; the unit has over the past 20 years been producing health questionnaires. Over the past 4 years the unit has been producing health questionnaires regarding the impact of long-term conditions. The most recent project has been based around adult carers and the impact on their life. The results highlighted the frustration of carers having to organise and coordinate different services where patients have multiple conditions.</p> <p>CP will be developing new research at understanding Integrated care. Funding for this will be provided from a programme grant has been received from NIHR called Applied Research Collaborations. Recruitment will take place for this research within practices, engaging with patients, local focus groups, questionnaires about what integrated care could look like. Suggestions made for groups who may be able to assist were Oxfordshire Mind, Care Navigators. A comment was made that as PPGs meet regularly it would also be quite useful to involve them and utilise their knowledge. RRK suggested she may be able to connect CP with service users within a homeless project at Nuffield College.</p> <p>CP to send to EC a leaflet regarding the project for Oxford City Core Group to distribute.</p> <p>ACTION CP to send to EC a leaflet for Oxford City Core Group to distribute.</p>
5.	<p>The NHS Plan - and what it means for us locally http://www.longertermplan.nhs.uk https://www.kingsfund.org.uk/publications/nhs-long-term-plan-explained</p>

	<p>The Observatory PPG have discussed the Long-Term Plan, the main point of interest is the 2-year window to develop the integrated care structures. TR explained that the LFCs are looking at engaging at locality levels and with place-based plans.</p> <p>JAH explained that practices across Oxfordshire have been put together into Neighbourhoods, so that the integrated care work fits into specific areas.</p> <p>EC asked if JAH could send out a message out to practices that Oxford City PPG Groups would like to start to work with the neighbourhood practices. JAH replied that the ideal opportunity to express this would be at the GP locality meeting due to be held on 14th February at Jubilee House. RS agreed to attend this meeting on behalf of Oxford City Core Group. TR suggested using the Locality Forum Chair (LFC) meeting with OCCG on the 28th February as a good opportunity to discuss this further. PF is going to attend the LFC/OCCG meeting on behalf of the Oxford City Group, PF will also attend the LFC meeting on 5th February.</p> <p>There was concern across the group that the Long-Term Plan had no mention of PPGs leading to further discussion.</p> <p>ACTION JAH to circulate the list of neighbourhood areas RS to attend the GP meeting on 14th February with main message about PPGs working together across neighbourhood areas PF to attend the LFC meeting on 28th February JAH to send slides on the Long-Term Plan and Primary Care Network to EC after 14th February meeting.</p>
6.	<p>Feedback from Healthwatch PPG events (22nd & 29th January)</p> <p>TR and PF attended the North PPG Forum meeting set up by Healthwatch, commenting that it was very well attended, very informative and extremely well managed. They explained that the networking between PPGs was useful listening to what different PPGs do. It encouraged a discussion about the types of PPGs, with quite a few members showing an interest in establishing virtual PPGs. SB attended the South Forum and reiterated what had been said regarding it being very well attended and managed and gave PPG members the perfect opportunity to network and share what they did.</p> <p>The Bicester Health Centre, Health Information Leaflets were discussed at great length with everyone expressing how useful they were.</p> <p>A combined report from both Forums will be put together and sent out to all delegates as well as being uploaded onto the Supporting Patient Participation Group section of the Healthwatch Oxfordshire website.</p> <p>A discussion was made around the recruiting diverse members of PPG and how difficult it was, RRK expressed an interest in looking at the opportunity of linking some of the Citizens Advice clients who have diverse backgrounds with PPGs.</p> <p>ACTION RRK and TR to discuss working together regarding PPGs</p>
7.	<p>Planning for 2019</p> <ul style="list-style-type: none"> • Feedback from our November event <ul style="list-style-type: none"> ➤ The event was well attended with all cluster areas being represented. • City Locality Plan

	<ul style="list-style-type: none"> ➤ JAH informed the meeting that there is a Refresh of the City Locality Plan; it is not a full rewrite, but updates where CCG are on projects that were being planned. • Cluster working? (What this might look like?) <ul style="list-style-type: none"> ➤ Working in clusters / neighbourhoods. Action: JAH to send EC a list and a map of Neighbourhoods.
8.	<p>Updates from PPGs</p> <p>Observatory Medical Practice is short on Health walk leaders. EC asked the practice would like to train any staff members, there has been no uptake. EC commented that the TV information screens in the surgery have come the end of their contract and that the PPG have been told that there the slides will be centrally controlled, and PPG can't put details on it anymore. JAH to investigate</p> <p>Manor Surgery, TR explained that there was a talk being held on "Ageing and the brain" on Saturday 2nd February, 10am -12pm presented by Professor Maud Husain. In addition to the practice advertising the talk, the PPG have distributed leaflets around the neighbourhood to try to maximise attendance. PPG Chair is going to ask attendees how they heard about the talk.</p> <p>St Bartholomew's, the PPG are holding a coffee morning on 1st February to try to engage further with patients.</p> <p>Botley Road Medical Centre, there is a talk being held on "How to reduce the risk of Cancer" being presented by a GP on 6th February being held at Village Centre, Kennington.</p> <p>ACTION JAH to find out whether PPG can have input on screen slides. (After meeting response: yes, this is possible via discussion with the practice.) TR to provide evidence to ET post event for input on the HWO website</p>
9.	<p>AOB</p> <p>SB asked about the Winter Plan. She would like an update at the next meeting to enable her to put some put information into village newsletter.</p> <p>TR explained that she had worked with Healthwatch Oxfordshire on an enter and view at the GP service within the John Radcliffe Hospital. It was a concern that no patients referred knew about extended hours service. TR to ask OXFED for a formal report back on extended hours service.</p> <p>JAH will continue to update ET with OCCG updates, ET will then forward onto Core Group members via email.</p> <p>ACTION Update required on the Winter Plan to enable planning for Winter 2019 TR to ask OXFED for a formal report back on extended hours service JAH will continue to update ET with OCCG updates, ET will then forward onto Core Group members via email</p>
10.	<p>Date of next meeting</p> <p>Tuesday 9th April 2019 2.00pm – 4.00pm – JAH to investigate booking a room at Jubilee House.</p> <p>ACTION JAH to investigate booking a room at Jubilee House – Room 2 has been booked.</p>

Summary of Actions

Item 4:

CP to send to EC a leaflet for Oxford City Core Group to distribute

Item 5:

JAH to circulate the list of neighbourhood areas

RS to attend the GP meeting on 14th February with main message about PPGs working together

PF to attend the LFC meeting on 28th February

JAH to send slides on the Long-Term Plan and Primary Care Network to EC after 14th February meeting

Item 6:

RRK and TR to discuss working together regarding PPGs

Item 8:

JAH to find out whether PPG can have input on screen slides

TR to provide evidence to ET post event for input on the HWO website

Item 9:

Update required on the Winter Plan to enable planning for Winter 2019

TR to ask OXFED for a formal report back on extended hours service

JAH will continue to update ET with OCCG updates, ET will then forward onto Core Group members via email

Item 10:

JAH to investigate booking a room at Jubilee House – Room 2.