
Oxford City Locality Forum Minutes.

9th April 2019, 2.00pm – 4.00pm, Jubilee House, Oxford

Present	Name		Organisation / LF
	Sylvia Buckingham	SB	Botley & Kennington PPG
	Elaine Cohen	EC	Observatory Medical Practice PPG / Co-chair
	Tracey Rees	TR	Manor Surgery PPG / Co-chair
	Peter Hulcup	PH	Temple Cowley Health Centre PPG
	Julie- Anne Howe	JAH	OCCG
	Penny Faust	PF	St Bartholomew's Medical Centre PPG
	Roger Smith	RS	Observatory Medical Practice PPG
	Lan Jenner	LJ	OxFed
	Vivien Sieber	VS	Cowley Road Medical Practice PPG
	Alex Hills	AH	Oxfordshire Mind
	Emma Teasdale	ET	Healthwatch Oxfordshire (minutes)

<p>1.</p>	<p>Introductions and Apologies</p> <p>EC welcomed everyone to the meeting, all members introduced themselves.</p> <p>Apologies Rachel Ruscombe-King Dr Caroline Potter Margaret Simpson</p>
<p>2.</p>	<p>Minutes of previous meeting</p> <p>Dr Caroline Potter emailed confirmation that she had received the funding she had applied for.</p> <p>Minutes Agreed.</p>
<p>3.</p>	<p>Matters arising:</p> <p>a) Winter planning SB previously asked for an update and what plans were in place for 2019/20 JAH explained that a cross organisation team was put in place and worked across the hospitals and that will stay in place until after Easter 2019. Early indications have shown that there has been a 9% reduction in delayed care, the full report is currently being written. SB requested for someone from the winter plan team to come and speak to Oxford City Locality Forum once report has been completed. Winter Flu 2019/20 is now being planned for.</p> <p>b) OxFed extended hours JAH has heard anecdotal feedback that Sunday is not widely used by the public. The system is beginning to call patients in for prevention appointments. TR explained that a visit was made to the John Radcliffe Hospital GP area as part of HWO Enter and View work. It was discovered that many patients don't understand the options of Out of Hours. PF explained that St Bartholomew's was one of the first practices to be used for Out Of hours appointments which worked well as the practice had plenty of parking. A suggestion was made that when moving the location of where extended hours appointments are offered, OxFed take into consideration for allowing patients to park. EC requested a write up from OxFed about the Out of Hours Service.</p> <p>c) Practice information screens There was concern is that practice information screens don't seem to have local information uploaded onto them. The PPG at Cowley Road Medical Practice has been provided a log in and are to add information. JAH explained that there was no restriction on practices approving local information. EC suggested all members spoke to their practice managers to find out how they can add information</p> <p>ACTION JAH to speak to Tehmeena to ask if she would come to an Oxford City LF meeting once the Winter Planning report is complete. EC requested a write up from OxFed about the Out of Hours Service. Members to speak to practice managers with regards to PPGs adding local information.</p>
<p>4.</p>	<p>PPI Annual Report (Public & Patient Involvement)</p> <p>EC hasn't received a template for the Annual Report from Ally Green, Head of Communications & Engagement, OCCG for the PPI Annual Report. JAH to follow up</p>

	<p>ACTION JAH to speak to Ally Green regarding the Annual Report template.</p>
<p>5.</p>	<p>Update from Locality Forum Chairs Meeting (Penny Faust)</p> <p>PF gave a brief explanation of both the LFC and the LFC/OCCG meeting which she attended. She was particularly impressed at the depth of knowledge that all LFCs have in their own individual areas.</p> <p>PF explained that there was frustration from the LFCs with regards to the agenda setting and untimely production of minutes for the LFC/OCCG meeting. TR briefly explained that the LFCs have always set the agenda, they will be writing to the OCCG to highlight the need for prompt minutes and agendas especially since the meeting have been reduced to 4 per year.</p>
<p>6.</p>	<p>Main item: Primary Care Networks - update (Julie-Anne Howe) and discussion</p> <p>JAH gave a brief update on the NHS Long Term Plan, and subsequent Primary Care Networks, advising to be delivered there must be several changes, with the aim of providing the patient with wrap around care. Each PCN will have a Clinical Director, who will most probably be a GP. Practices will join via a contractual agreement, with between 30 – 50k populations of patients as the ‘ideal’ size, to allow more working together and shared services. Three roadshows have taken place focusing on the new PCN Agreement to give GPs and Practice managers an opportunity to liaise with the practise that they would like to work with under PCN. SB asked what would happen if a practice didn’t want to be part of the suggested PCN, JAH replied that OCCG will work with the practices to come to an agreement – intentions are due to be submitted to OCCG by 15.5.19, and PCNs in place by end of May 2019, with formal agreements commencing from 1st July 2019. There was also a concern that patients may not be able to get to a practice offering a specific service if it was a considerable distance away from their home address. This was noted.</p> <p>EC has been in touch with Olivia Butterworth, the Lead for the Patient and Public Voice team at NHS England regarding the guidance and the concern that the patients voice doesn’t seem to have been heard despite the PCNs being centred around the patient’s voice. Olivia Butterworth is happy to attend an Oxford City LF meeting. TR explained that the LFC were concerned about how PCNs were going to work and were going to write to the OCCG to ask if the South East NHS representative David Radbourne, could attend the next OCCG /LFC meeting.</p> <p>Following a question being raised about how the funding will be provided this year JAH explained that PCNs need to only form and have an Accountable Officer / Clinical Director in place early in 2019, and further work would take place in year 2 and forward. In addition to this from July 2019 each PCN will get direct funding and be able to decide where this is spent - this funding will not go to CCGs and only to Federations if PCNs wished to procure their services.</p>
<p>7.</p>	<p>Work planning for 2019</p> <p>A discussion was had about making an offer to the new PCN Leads in Oxford City to help inform patients about new structures and services and how they can benefit. This could include help and advice to PCNs about how they can engage with patients’ groups to achieve what they would like to achieve. TR and EC to meet to discuss how the offer is put to the emerging networks and take the information for the next Oxford City GP meeting on 9th May.</p> <p>Discussion was held about holding a City-wide PPG event around September on winter planning, flu clinics etc, how it will work within PCNs, how PPGs can help to support practices. They would like to ask the wider community services to attend; for example: Pharmacist, Community nurses etc.</p>

	<p>ACTION Oxford LF to hold an initial meeting with PPG members and Clinical Director of the networks once they are decided. EC suggested that LJ might like to facilitate. HWO to assist finding a venue, invitation to go to PPG members, Clinical lead. To help to inform patients about new structures and service and to provide help and advice with PCNs TR and EC to get together to discuss how the offer is put to the emerging networks and take the information for the next Ox City GP meeting on 9th May. Information to be given to JAH by 2nd May 2019.</p>
8.	<p>Updates from PPGs /group members</p> <p>Not discussed.</p>
9.	<p>Healthwatch Oxfordshire</p> <p>JAH highlighted the Long-Term Plan survey that is currently on the Healthwatch website allowing people to share their views and help to make care better. https://www.healthwatch.co.uk/what-would-you-do</p>
10.	<p>AOB</p> <p>EC gave a brief update on the Vasectomy service. OCCG ran a consultation with patients as to whether the service will be withdrawn. The decision has now been taken by the HOSC to review in 12 months.</p> <p>EC also updated the group at the HOSC meeting on 4th April 2019 the PET-CT-Scanner was discussed. A decision was made that due to the lack of consultation it would be referred to the Secretary of State for review.</p>
11.	<p>Date of next meeting</p> <p>Date of next meeting 22nd May 2019 2-4pm JAH to book a room at Jubilee House</p> <p>Action JAH to investigate booking a room at Jubilee House for the 22nd May 2019. Room 3 booked 2-4pm.</p>
	<p>Summary of Actions</p> <p>Item 3: JAH to speak to Tehmeena to ask if she would come to an Oxford City LF meeting once the Winter Planning report is complete. EC requested a write up from OxFed about the Out of Hours Service. Members to speak to practice managers with regards to PPGs adding local information to practice screens.</p> <p>Item 4: JAH to speak to Ally Green regarding the PPI Annual Report template.</p> <p>Item7: Oxford LF to hold an initial meeting with PPG members and Clinical Director of the networks once they are decided. EC suggested that LJ might like to facilitate. HWO to assist finding a venue, invitation to go to PPG members, Clinical lead. To help to inform patients about new structures and service and to provide help and advice with PCNs</p>

	TR and EC to meet to discuss how the offer is put to the emerging networks and take the information for the next Ox City GP meeting on 9th May. Information to be given to JAH by 2nd May 2019.
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