Papworth Surgery Patients’ Link
Minutes of the Committee Meeting – Tuesday 25th April 2017

Present: John Allen Rena Chapman Apologies Dean Jarvis
Nichola Donald Sandra Dry Michael Coniam
Alan Farrow Paul Hill
Andrew Lintott Carole MacBrayne
David Phoenix Pat Porter
Jeff Tossell Wendy Williams
Dr Joanna Dunajska Eric Salisbury
Alex Mackenzie

The Chairperson welcomed Rena Chapman of Graveley and Carole MacBrayne of Eltisley to the Committee and reported the retirement of Peter Milledge.

Eric Salisbury introduced Alex Mackenzie who will be replacing him as Practice Manager and the Committee introduced themselves to her.

1 Minutes of the meeting held on Tuesday 17th January 2017 – approved

2 Matters arising from the previous minutes – none

3 Treasurer’s Report

The Committee received discussed and agreed the accounts for the year 2016-2017 – ND duly signed the accounts. JT advised that the accounts would be presented to the Accounts Examiner and once agreed they would be presented to the AGM for approval. The Committee noted that uncommitted funds would total £1958.56 after all costs for approved purchases had been met, they further noted that all items approved for purchase had been ordered and had been received or were expected shortly - invoices would be paid by JT when received.

ES updated on the current position regarding equipment which the Committee had agreed to fund. The 24-hour Ambulatory Blood Pressure Monitoring System (£1386) and the Marsden professional Physician Scale with Digital Height Measure (£672) had now both arrived and he would pass copy of invoices to JT for reimbursement. The 6 electrically operated treatment couches and Fetal Heart Detector (£4714.92) had also been ordered and delivery was expected within the next 7 – 10 working days - ES would also forward invoices to JT when received.

Action: AM/JT

4 Surgery News

National GP Contract and Practice Mergers – JD and ES reported that talks with other practices interested in a larger scale grouping were still ongoing. The national direction of travel was for practices to work more closely together in larger groupings of 30,000 – 50,000 patients. Discussions were still centred on mutual co-operation and pooling of expertise and it was not expected to change how the practice operated. The practice will continue to update the committee as the situation develops.

Action: Partners/AM
Clinical Staff

- Dr Sil Tan – Planned to start her phased return to the practice from Tuesday 2nd May
- Locum GPs – As Dr Tan resumed her regular sessions then the locum cover would gradually reduce
- Dr Katherine Cole GP Registrar – re-joined the practice in Mid-March 2017 on a 60% placement to complete her training after maternity leave
- Dr Kate Cooper – would start her maternity leave from late July 2017
- Eric Salisbury - Practice Manager – Will retire from the practice at the end of May 2017 - ES introduced his replacement Alexandra Mackenzie who was already in post completing a handover period

Practice Appointments – JD and ES reported that the practice had continued to ‘fine tune’ the appointment system in accordance with patient and staff requirements. The schedule had been changed to block off one appointment in every hour with appointment slots set at 10 minutes. This effectively meant that GPs appointments were 12.5 minutes which at the moment appeared to generally give patients the time they needed without feeling rushed and also preventing the GPs from overrunning. The practice would continue to monitor the situation and update the Committee as necessary

Action: Doctors/AM

5 Patients’ Link Activity

- Our website presence has been beefed up – many thanks to Eric and Liz at the Surgery and Richard Rodgers in Eltisley - we must be sure to keep entries up to date - ND happy to take responsibility for this for the time being. A flier is available in the Surgery Waiting Room promoting Patients’ Link and inviting feedback, and information about the Volunteer Transport Scheme has been included on the TV Channel

- No feedback received from patients since the last meeting - this may suggest there are no initiatives / needs for Patients’ Link to look into, or more likely that we have to work harder at raising our profile and encouraging patient participation in the surgery and health matters

- Since improved fitness improves health and relieves pressure on the health service, it seems appropriate that the Patients’ Link Committee look into exercise opportunities. The Friday afternoon Walking Group that starts from the Surgery is an informal arrangement that happens most weeks and involves just a few walkers. ND trying to meet up with Stef who organizes it to learn more but not able to join in the walk due to work commitments. A number of committee members have knowledge of other local walking groups. ND asked for a volunteer to draw up a list of local initiatives that we could publicise amongst our patients

- Helen Stepney, a South Cambs Co-ordinator involved in healthy exercise initiatives has expressed a willingness to assist with a trial on Walking Netball if we wished to pursue this. PP pointed that that Papworth has good tennis facilities and a Bowling Green as
well as the football / cricket field - ND said we need a small Sub-committee to explore opportunities

- The Papworth WI organized a very successful Fashion Show in aid of Papworth Surgery raising a wonderful £1400 which will be presented at the AGM (Cambridge News being invited along)

**Walking Group** – ES updated the Committee after his meeting with South Cambs District Council (SCDC) facilitator. Unfortunately funding requirements had meant that the weekly walking groups were no longer run and organised by SCDC. However occasionally, and when her time permitted, the previous walk leader did take out some walks but solely as a private individual. The Committee discussed the positive health outcomes of walking and considered whether there might be mileage in investigating whether patients could join other local village walking groups. ND asked the Committee members to consider ideas and what might be possible for discussion at the next meeting

**AGM** - ES updated the Committee that the north hall of the Village Hall had been booked for the preferred date of Friday 16th June 2017. Stephen Graves, Chief Executive of the North West Anglia NHS Foundation Trust formed on 1st April 2017 after the merger of Hinchingbrooke Health Care NHS Trust and Peterborough and Stamford Hospitals NHS Foundation Trust, had agreed to be guest speaker. The meeting discussed how best to publicise the AGM and guest speaker to patients. ES confirmed that notices would go in the Papworth Village Newsletter and around the Surgery. The notice would also go out with the minutes and requested that Committee members publicise in their village areas where possible – PP and WW agreed to assist with tea and coffee on arrival and AM offered for her son to help with this task

Additionally, as the WI intended to present the proceeds of their recent Fashion Show to the Surgery as a donation to Patients’ Link the Committee reflected whether the main hall might be a better option than the north hall to accommodate possible increased numbers. ES/AM agreed to investigate this further when discussing with the Parish Clerk at a meeting on Friday 12th May 2017

**Quiz Night** – The Committee thanked JT and his wife for devising and running the recent successful quiz fundraiser. JT offered to repeat the event in March 2018 and the Committee were pleased to accept. There was a brief discussion about the continued use of Eltisley Primary School for the quiz and for the use of Thursdays for it. It was agreed that the present arrangements should continue - SD and ND were thanked for their help with the raffle

**Link Constitution** – The Committee noted that their constitution needed minor amendment to reflect present practice and it was agreed that JT would draft amendments for ND to consider and hopefully to seek the approval of the Committee at the July 2017 meeting. JA suggested that the continued need for a Vice Chair be considered and the outcome should be incorporated in the amendments
7 Patients’ Congress

Minutes not yet available from the March meeting but will be forwarded once received

ND highlighted two interesting presentations – the new phone app “MyHealth Cambridgeshire and Peterborough CCG” which is being piloted. Potentially a very good resource for directing people to appropriate health services in the area, and diverting unnecessary traffic from A and E. However only good if the information is accurate and kept up to date. ES had scrutinised it and found some basic inaccuracies which he has reported but had no feedback as yet.

The work of the Care Network Cambridgeshire – excellent initiative providing help at home, hospital based services and community development. The practice are aware of the potential good work they could do but ES reported they are limited by insufficient volunteer resources.

The NW Anglia NHS Foundation Trust was formed on 1st April 2017 and all residents of the catchment area were invited to become members. Sandy Ferrelly, Vice Chair of Hunts Patient Congress, put herself forward and was elected as a Public Governor.

Next meeting is 16th May – if anyone would like to attend please let ND or JA know – ND looking for a Committee Member to take on this role of behalf of Patients’ Link in the future.

8 Any Other Business

Resignations - PM was standing down from the Link as the Papworth Everard representative and he was thanked for his valuable input whilst serving on the committee – the Surgery agreed to discuss suitable candidates who might be approached to join the Committee as Papworth Everard representatives - WW said with regret that owing to family commitments she intended to resign from the Committee after the AGM Action: Partners/AM

Thank you to Eric Salisbury – As this was his last Committee Meeting prior to retirement at the end of May, ND presented him with a small gift to show our appreciation for all his hard work during his 12 years working as Practice Manager at the Surgery – Eric thanked the Committee and expressed his appreciation for all their support and advice during his time at the Surgery.

9 Date of Next Meeting

The next meeting will be held at the Surgery on Tuesday 4th July 2017 at 6pm

Action: All Committee Members