

# LEYBURN MEDICAL PRACTICE

## PATIENT PARTICIPATION GROUP

Minutes of Meeting 28 July 2011 at 7:30pm

### Ground rules

- This meeting is not a forum for individual complaints and single issues.
- We advocate open and honest communication and challenge between individuals.
- We will be flexible, listen, ask for help and support each other.
- We will demonstrate a commitment to delivering results, as a group.
- All views are valid and will be listened to, but must be put through the Chair.
- The Group will respect one another and behave accordingly - anyone who behaves rudely or tries to bully other members will be ejected from the Group.
- No phones or other disruptions.
- We will start and finish on time and stick to the agenda.

### 1. Welcome and introductions

**Present:** Mrs B Askew, Mr D Bolam, Mr B Borman-Schreiber, Mrs C Crammond, Mrs S Fairhurst, Mrs J Fielden, Mrs R Farrow, Mr J Greenwood, Mrs J Greenwood, Mrs A Hendry, Mr R Hendry, Mrs J Ireland, Mrs L Irvine, Mrs L Pike, Mr R Sanderson, Mrs E Seckerson, Ms S Simms, Mrs H Simpson, Mrs J Stancombe, Mr N Watson, Mr A Wall, Mrs J Wall, Mr W Wilson, Mrs S Wright.

**For Leyburn Medical Practice:** Dr J Brown, Dr S Wild, Mr S Brown (Chair of Meeting)

**Apologies:** Mr D Angus, Mrs Y Callaghan, Mrs J Harris, Mr G Robson, Mr V Soars. Mrs A Calvert (observer for Castle Bolton Parish Meeting), Cllr A Pelton (observer for Richmondshire District Council)

### 2. Group business

#### Terms of reference including Committee size and quorum

The draft Terms of Reference previously circulated were agreed and adopted subject to the following amendment: a clause to be added to ensure that the Chair of the Group's Committee would liaise with the Practice prior to contacting any third party organisation.

It was agreed that in adopting the draft Terms of Reference, all Group members were subscribing to the Nolan Principles. It was also agreed that confidential items would be identified and agreed as such on an as and when basis, but that the usual business of the Group would be public and transparent. The importance and legal status of the NHS Constitution in setting out the basic rights of all patients was noted and will be borne in mind by the Group when making decisions.

The Committee size was agreed at 7 members and its quorum at 4 members.

#### Process for Committee nominations and election of Chair and Deputy Chair

It was agreed to take self nominations/ volunteers at the meeting and as 7 came forwards these members will form the Committee until the next AGM. Committee members will consider whether to volunteer for the role of Chair and Deputy Chair and will forward their intention to Stephen Brown who will arrange for an election amongst the Committee members if necessary. The Committee Members are:

Mr D Bolam, Mr B Borman-Schreiber, Mrs S Fairhurst, Mr J Greenwood, Mrs J Stancombe, Mr N Watson, Mr W Wilson.

#### Secretarial and administrative support including clerking of meetings

Ms S Simms volunteered to act as Secretary to the Committee and Group.

#### Next meeting including Committee meeting

The next meeting of the Group will be its AGM which will take place at the end of October. It was agreed that the Committee would arrange to meet in September to finalise the agenda of the AGM and to draft a work plan to present to the AGM.

### **3. Work plan**

#### Annual patient survey

A beta test version of the revised nationally accredited patient survey (GPAQ) is now available for use. However it was agreed to wait until September before conducting the survey on the grounds that the survey analysis tools should be available by then.

#### Prioritising work into short, medium and long-term objectives

It was agreed that the annual patient survey will be core to the setting of annual work plans and used to prioritise objectives.

#### Communications and reporting back including website

A dedicated page of the Practice website will be set up for the Patient Participation Group to use to post notices and minutes of meetings and any other relevant items. It will also include a facility for patients to register their interest in becoming members of the Group.

### **4. News from the practice**

Stephen Brown briefed the Group on the Practice's proposals to expand its range of services to include hosting NHS commissioned outpatient clinics and a range of surgical procedures suitable for being carried out in a primary care setting. He explained that these services would be delivered by hospital consultants through a partnership with Alliance Surgical who would source the consultants from their list of associates in the region. The aim of the proposal is to reduce the need for patients to travel significant distances for hospital based appointments and is consistent with the Government's policy of providing care closer to patients' homes. Some self pay activity would also take place in order to subsidise the cost of the NHS services. The self pay activity would be restricted to procedures not funded by the NHS.

To allow the provision of the proposed additional services, a planning application has been submitted by the Practice's landlord to expand the building upwards from the ground floor wing of the building and around the back of the building. A public open meeting to view the plans has been arranged to take place at the Practice at 6:30pm on 3 August. The Practice landlord and their architect will be present to answer questions and to take any comments.

The Group unanimously agreed to support the Practice's expansion proposals.

The meeting closed at 8:05pm.