

Minutes - Hilary Cottage Patient Participation Group Meeting

Tuesday, 20th October 2015, 1.30 p.m.

Present:

John Read (Patient & Chair)	RJR
Diane Piatek (HCS Practice Manager)	DP
Barry Fenby (Patient)	BF
Liz McFadyen (Patient)	LM
Gill Northen (Patient)	GN
Suzanne Sagers (HCS Staff & Minutes)	SS
Ann O'Hara (Patient)	AO
Graham Hewitt (League of Friends)	GH
Jane Read (Patient)	JR
Margaret Davey (Patient)	MD
Stephen Andrews (Patient)	SA

Apologies:

Katy Archard	KA
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Minute No.	Item	Action
1.	Apologies Apologies received from KA.	
2.	Minutes of the Last Meeting Minutes of last meeting dated 11 th June 2015, Minute No. 13.1 to be amended to read The Cotswold District Council as opposed to Town Council.	SS
3.	Matters Arising	
3.1	<u>On-line Appointment System</u> DP gave an overview of the appointments system. 3% of patients used the on-line system for booking appointments for the Saturday flu clinic this year. PPG to work with the Surgery next year to promote flu clinics.	
4.	PPG Report & Action Plan 2015-16	
4.1	<u>Strategy Group</u> Strategy Group is working on a new Terms of Reference following their recent Strategy Review.	
4.2	<u>Increase on-line Appointment Availability</u> Practice to look at adding INR appointments to be able to be booked via the on-line system.	DP
4.3	<u>Information Seminars</u> Partners to suggest healthcare topics for a future information evening.	SS
5.	Articles / Information Leaflets SS/AO to discuss topics for future articles.	SS/AO

- 6. Surgery Update**
- 6.1 Prime Minister's Challenge Fund / GP Access Fund
- 6.1.1 Choice Plus - A successful Gloucestershire bid has secured funds for a new initiative whereby an additional GP will be available at the Surgery every Monday and Thursday to see triaged patients with acute symptoms referred by the Hilary Cottage duty doctor. On other days of the week, patients on the triage list who need to be seen for acute symptoms will be asked to attend Cirencester hospital.
- 6.1.2 Ask My GP – DP gave an overview of another new initiative whereby patients can ask their GP or other healthcare professional a question via the Hilary Cottage Surgery website and be given a timely response.
- 6.2 Fairford Neighbourhood Plan
Cllr Fenby (BF) updated the group on the Fairford Neighbourhood Plan. Questions will be put to residents early November to solicit views on a range of topics and how they see Fairford developing.
- 6.3 Development of Surgery Premises
DP stated the upstairs counsellor's room will be refurbished to accommodate the Duty GP during times when the Choice Plus GP is located at the Surgery. There is no investment to install a lift or make changes to the main reception area. However, the practice is looking at improving patient access into the main waiting room.
- 6.4 IT
New contractual requirements came into force from 1st April 2015 requiring GP practices to make a statement of intent regarding IT developments. By 30th March 2016 patients will have access to test results as well as all 'coded' information in addition to their Summary Care Record.
- 7. Boots Pharmacy Fairford**
RJR met with the Pharmacist who reported another staff member will shortly join the team. There has been a vast improvement in services and all is under control.
- 8. AOB**
- 8.1 Recruitment
- 8.1.1 DP reported that Dr Macrow will leave the Practice at the end of December as she has secured employment nearer to home. A locum has been secured for January 2016 to cover the shortfall. Initial recruitment unsuccessful but the Surgery will advertise again for a replacement.
- 8.1.2 A member of the Reception team has left after 5 years employment due to securing employment during term time only and a replacement found.

8.2

Highways

A local resident reported a near miss at the junction between Keble Lawns and Beaumont Place. Reported that motorists leaving Keble Lawns are not stopping at the junction and traffic approaching from the left is therefore not seen. Residents have asked for signage to be placed in the waiting room asking patients to take care when leaving the immediate vicinity.

9.

Date of Next Meeting

Future meetings are as follows:

Pre-PPG	Wednesday, 16 th December 2015, 1.00 p.m., Surgery
PPG	Thursday, 14 th January 2016, 1.00 p.m., Surgery
Pre-PPG	Wednesday, 9 th March 2016, 1.00 p.m., Surgery
PPG	Thursday, 7 th April 2016. 1.00 p.m., Surgery