

**Great Western Hospital Patient & Public Involvement Forum
Minutes of the Private Meeting held on Wednesday 15th March 2006**

31.1 Attendance & apologies

31.11 Present: Sue Pye, Geoff Heath, Molly Heath, Trevor Davies, Patrick Titman, Donna Reader (late arrival)

31.12 Apologies: None.

31.2 Minutes of the meeting in Private, 15th February.

These were accepted as a true record.

31.3 Matters Arising

31.31 Item 30.62 Day Surgery enquiry to RUH forum

RUH forum sent a letter to their trust; a response is awaited.

31.32 Item 30.63 How to Get Here Leaflet

Action: Sally to request the current leaflet from Angela.

31.33 Item 30.64 Readmissions figures

Angela will pass these on to the forum on March 20th.

31.34 Item 30.65 Letters to Ann Snelgrove re health issues.

Follow up email sent. Response awaited.

31.35 Item 30.68 Renaming of Accident & Emergency Department.

Sue Pye spoke to the Dept of Health about this. The faculty of A&E consultants have changed their name to Emergency Medicine. No change in the names of A&E Departments is currently planned.

Action: Sally to revise letter, send to trust.

31.36 Item 30.691 Patients Welcome Booklet

Members each received a copy of the booklet. Sue Pye noted the useful questionnaire at the back of the booklet.

31.37 Item 30.692 Art in the hospital.

Molly was asked to participate in another consultation, but this was at short notice and she was unable to attend. She has found out that community art will be used in the hospital.

31.38 Item 30.82 MRSA event. The forum does not wish to organise an event locally.

31.39 Item 30.84 Trust attendance at forum meetings.

Lyn Hill Tout will visit the forum in July. Confirmed to the trust re attendance at forum meetings.

31.391 Item 30.92 Communication research

Sue Pye clarified position we have reached with this work for members.

Action: The sub group (Sue, Trevor, Donna, & Patrick) will meet in April/May to take this forward.

31.392 Item 30.112 HAP meeting venues

HAP responded to the forums comment about the unsuitability of Warminster as a venue for Swindon forum members, noting that this had been explained and agreed at the Chairs meeting. Members were not happy with the response. Some trains on the Swindon to Warminster route may soon be withdrawn, making it even more of a challenge to get there. Trowbridge is the preferred venue.

Action: Sally to ask HAP to find out when the Trowbridge venue is available again.

31.939 Item 29.399 Representative on Swindon PCT forum.

Geoff will remain as the official representative until the forum re-elects posts and committee representatives in May. He was unable to attend the recent meeting.

31.934 Item 29.31 Proxy votes.

Action: To discuss at the April private meeting.

31.935 Hand Gel. Responses have been received from the trust, informing the forum of the recent installations of hand gel dispensers.

Action: To ask Angela to keep us posted about developments.

31.4 Reconfiguration

Geoff attended a recent meeting on this topic. Sue explained the choices offered in the current consultation to members. There was a discussion about the merits of different options and about which would be the most beneficial for the people of Swindon. There was a vote. Members present agreed unanimously that they prefer the option of seven PCTs to the alternative of three. Seven PCTs ensures that Swindon retains its own PCT. Members present unanimously voted in favour of one South West Strategic Health Authority (SHA), in preference to two covering the same area, primarily due to the resultant cost savings predicted. A majority of members present voted in favour of Swindon joining with Wiltshire, in preference to Gloucestershire, should the three PCT option prevail. One member preferred the Gloucestershire option and one abstained.

Action: Sally to register the views of the forum with the SHA online by the end of the week. The deadline for submissions is March 22nd.

31.5 Members Activities

31.51 Joint Publicity Group

Trevor has drafted information about PPI forums for distribution to local organisations, following the recent meeting.

Donna now has her own hospital radio show from 4pm – 5pm on Wednesdays and is happy to publicise forums.

Action: Sally to distribute copies and feed back comments on content to Trevor. To raise issues of the funding of publicity work with HAP. To source any existing information to help draft a script for radio publicity.

31.52 Treatment Centre Open Day

Sue Pye attended this event. The Princess Royal attended. She was aware of and interested in local health developments.

31.53 PALS/PPIF meeting

Sue and Sally met with Carl Beech and Angela Morris. Some new administrative procedures were agreed. Sue affirmed the forums' support for the work of the Swindon & Marlborough NHS Trust.

31.54 Out Patients Visit

This initial, fact gathering visit, was undertaken by Sue and Patrick.

Action: Convene a meeting of the sub group (Brian, Patrick Trevor & Sue) to take this work forward.

31.55 Board Report

This was noted. The next Board Meeting is on March 31st. Sue will attend with Molly.

31.56 Infection Control

Trevor has attended trust infection control meetings recently. He has contributed to the 'visitor information' section of the draft avian flu policy currently being formulated by the hospital. There is currently a surveillance exercise in the hospital, from March 7th to April 13th, which will be reported upon.

31.57 Diversity Group

Geoff attended this meeting. The trust have offered the forum a speaker.

Action: To organise a speaker for the autumn.

31.58 Catering Visit

Molly will be taking part in a follow up visit to Tillery Valley on March 21st.

31.6 Annual Health Check

The sub group has collated information from the work of the forum during the year and put this together into a draft document. A member suggested that it would be useful to have an explanation at the beginning of the commentary.

Action: Members to read the draft commentary and pass comments back to Sally ASAP.

31.7 Annual Report & Work Plan

Members agreed that the new format was sent out to forums too late, as Sue has already drafted the Annual Report for this forum. It is predicted that a 'nil' budget will be entered again (Sally to check with HAP).

Action: Patrick agreed to endeavour to extract from the draft report three 'impacts', to send to CPPIH with the report. To send Patrick a copy of the new form.

There was a discussion on the content and wording of the work plan.

Action: members to submit comments to help rework the work plan, by March 27th.

31.8 HAP Update

31.81 Events

Two members are invited to each of the following events:

- CPPIH Work Plan training, Angel Hotel, Chippenham, Mar 30th. Sue, Patrick and Sally to attend.
- Chairs Meeting - Fri 31st March, Warminster. Trevor and Sally.
- PPI The Bigger Picture (CPPIH)
– Patrick to attend the meeting in Salisbury, April 10th.
- Annual Health Check events, Mon 20th March, Holiday Inn, Taunton. No members to attend.

31.82 Training

Induction training by HAP starts on March 24th. There will be a training needs analysis for each forum, with members, HAP & CPPIH. It is hoped that a new programme of courses will begin in September '06.

31.83 Infection Prevention and Control Seminar

Joint seminar, organised by the trusts and other partners, on Wednesday 3rd May, Punjab Community Centre, 12.30pm – 4.45pm. Three interested from Swindon forum.

Action: Sue to attend. Other members were also interested.

31.84 Gorse Hill locality office

Sally has now collected the computer equipment to return to CPPIH via HAP.

31.85 Future of forums

A response is expected from the government review at the end of April.

HAP expects PPI to continue, but not necessary in the present form.

31.9 Member Concerns

31.91 Patient Forums National Association Steering Group

Information about this group was received by all members. The information that they provided raised a number of questions. Geoff has already written to them and received a response.

Action: Members to respond individually to the National Association.

31.10 The next private meeting of the forum will take place at New College on Wednesday 19th April from 2pm – 2.45pm, to be followed by a public meeting from 3pm to 5pm, which Trevor Payne and Neil Sutherland will attend.

Papers for the private meeting to be held on May 17th need to be submitted by Tuesday 2nd May.