

**ANNEX A.  
UNAPPROVED**

To: Kennet and North Wiltshire PPI Forum.

Date: 07/07/05.

**Agenda Item: 6.**

Author: Julie Owen.

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**KENNET & NORTH WILTSHIRE PPI FORUM**

**MINUTES OF THE MEETING HELD IN PUBLIC On**

**Thursday, 5<sup>th</sup> May 2005, from 6.00pm – 7.50pm**

At

**Lackham Countryside Centre, Reybridge Room,  
Lackham, Chippenham, Wiltshire, SN15 2NY**

**1. Present.**

**1.1. Forum Members:** Jean Cole; Michael Griffiths; John McKee, (Vice-Chairperson); Stuart Ritchie; Dorothy Roberts; Anne Webb.

**1.2. Kennet and North Wiltshire PCT:** Peter Cross – Kennet & North Wilts. PCT.

**1.3. HAP Staff:** Bob Barrett, Julie Owen.

**1.4. Members of the Public:** Dave Mosdail, Pat Mosdail, Sylvia Clegg, Avril Williams, Cyril Page, Dr B J Williams, Jean Dummett, Frank Dummett

**1.5. Apologies for Absence, (Forum Members):** Julie Quartley, Rodney Haverson.

**2. Welcome and introductions.**

**2.1.** Bob Barrett welcomed all present and introductions were given by the members, HAP staff and public to all attendees.

**2.2** Members of the public were advised that Agenda item 7. would give them opportunity to raise any health-related questions or concerns with Forum members. In addition, they would be welcome to stay for the remainder of the

meeting, but would normally be unable to actively participate in the discussions.

### **3. Member's Declarations of Interests.**

**3.1.** Members were reminded of their obligation to declare any interest they may have in any issue arising at the meeting that might conflict with the business of the Forum.

**3.2.** No interests were declared by members present at the meeting.

### **4. Appointment of Chairperson.**

**4.1.** Following the resignation of Bill Brown due to ill-health, it had become necessary to elect a new chairperson.

**4.2.** It was proposed by Mike Griffiths and seconded by Anne Webb that John McKee (current Vice-Chairperson) be elected Chairperson. There were no other nominations for the post. Members unanimously elected **John McKee** as **Chairperson** of the Kennet and North Wiltshire PPI Forum.

### **5. Appointment of Vice-Chairpersons**

**5.1.** Following the appointment of John McKee as Chairperson there was now a vacancy for a Vice-Chairperson. In view of the heavy workload, members wished to appoint two new Vice-Chairpersons.

**5.2.** It was proposed by Dorothy Roberts and seconded by Anne Webb that Mike Griffiths and Stuart Ritchie be elected as the new Vice-Chairpersons. There were no other nominations for the post. Members unanimously elected **Mike Griffiths** and **Stuart Ritchie** as **Vice-Chairpersons** of the Kennet and North Wiltshire PPI Forum.

## **6. Changes in Forum Membership**

**6.1.** Phoebe Pinder-Houghton and Bill Brown have unfortunately had to resign their respective membership, both on grounds of ill-health. Forum members thanked them for all their hard work, and wished them well for the future.

## **7. Public Forum.**

*An opportunity for members of the public to raise concerns and questions on health-related issues for the attention of Forum members.*

### ***7.1. Members of the public who attended the meeting asked the following questions:***

- **Q.1. Avril Williams: 'Please clarify the difference between PPI and HAP?'**

**A.** Bob Barrett advised that PPI Forums act as "watchdogs" in respect of local health services. Forums consist of voluntary members who visit hospitals, GP Practices, dentists, optometrists and undertake inspections of national health service providers. They reflect the local interests of patients and public. Members are appointed by the Commission for Public and Patient Involvement in Health, (CPPIH) to specified Forums. Bearing in mind that members act solely in a voluntary capacity, they need professional guidance and support. As CPPIH is unable to directly fulfil this role, Forum Support Organisations, (e.g. HAP) are contracted by the Commission to provide support and guidance to Forums. CPPIH is an "arms-length body" independent from the Department of Health, and responsible, (via e.g. HAP) for the delivery of forum activity. CPPIH was set-up under statute and reports to the Secretary of State for Health. The Commission operates on a regional basis and has its head office in Birmingham. HAP staff are directly employed by their own organisation. Central Government has recently been reviewing the work of existing "arms-length bodies". As a result, the CPPIH will be abolished and its role incorporated into the work of the Commission for Healthcare.

- **Q.2. Dr Williams: Do they have all the powers like the community health councils?**

**A.** Bob Barrett commented that they have greater powers than the old style community health councils, with ability to raise issues with the Secretary of State for Health. PPI Forums have more robust powers, and it is envisaged that these powers will become stronger. The Forum cannot deal with individual health-related problems; however they will monitor episodes and trends. Isolated complaints

are therefore not overlooked, but recorded. In these circumstances complainants are advised as to the best course of action to be adopted in an endeavour to secure suitable remedy.

- **Q.3. Avril Williams: With regard to the PCTs Strategic Review, Does the PPI have some Power to look at time wasted on having a new review. Will it be of real value to the general public and not vastly costly? Can the PPI influence?**  
A. Mike Griffiths replied that the PPI Forum can exercise influence through attending meetings during the review.  
The whole of the equipment and services need to be looked at. The review will be conducted over a long time, aim January of next year. The two PCTs will be obliged legally to consult with a whole series of organisations.
- **Q.4. Dr. B.J. Williams: As an ongoing process, how much is this going to cost the health service?**  
A. Mike Griffiths responded that he can't answer that question.  
John McKee commented that the review will hopefully bring benefits to patients and the public. The Review is to take forward decisions made in consultation with patients and public. The health services for patients come first.
- **Dave Mosdail from Diabetics UK – Voluntary Group, Chippenham Commented that the North Wilts and West Wilts implementation group was now joint. There is a new joint chairperson and joint working is progressing well.**

## **8. Minutes of Last Meeting, (10/03/05)**

The draft minutes of the meeting attached at **Annex A.** to the agenda were **approved** as a correct record of the meeting subject to Julie Quartley's details being amended as her name appeared on both those attending and those apologising for absence.

### **8.1 Matters Arising**

**8.2.6.1 iii (Minute 7.2) Devizes Community Hospital Planning Group.** Following the resignation of Bill Brown, **Jean Cole in conjunction with Stuart Ritchie** will be attending these meetings.

**8.3.7.1. i. (Minute 11). Views sought on Employment of Nurse Practitioners in Out-of-Hours Service, (North Somerset PPIF).** A Letter had been sent to N. Somerset PPIF Forum advising that K&NW PPIF could not support the proposal. N. Somerset had subsequently advised that they would no longer be pursuing the matter.

## **9. Replacement of Hospital “Star” Ratings System.**

**9.1.** Members considered a background report concerning replacement of the NHS Trust “Star” Ratings system by a new scheme of core and developmental standards assessment leading to an “**annual health check**”.

**9.2.** It was noted that **NHS Trusts will be required to make public declarations on the extent to which they meet core standards** and actions that would be taken by the Healthcare Commission to confirm levels of compliance and secure improvements, where found necessary.

**9.3.** Members were particularly interested to note that this year **PPI Forums have been offered the opportunity to comment on trust’s declarations**, but are under no obligation to do so. The Healthcare Commission advise that **Forum statements will be published without alteration**. *This new provision has been included in the Forum’s Work Plan, (Agenda item 11 of this meeting refers).*

**9.4. (i).** John McKee wondered how the trust was going to manage the PCT. Risk Register declaration?

**(ii).** Mike Griffiths considered that whilst it should make things more transparent, background figures would need to be more readily available.

## **10. Forum’s Annual Report and Accounts for 2004/2005.**

**10.1. The Forum’s Annual Report** was compiled by a sub-group led by Anne Webb. Following consideration and full agreement by members, the annual report was signed by John McKee (Chairperson).

**10.2. The Forum’s Annual Accounts**, (produced by Bob Barrett) were considered, and following full agreement by members the annual accounts were signed by John McKee, (Chairperson).

## **11. Forum’s Work Plan**

**11.1.** In conjunction with Appendix 1 to this report, (“Current Delegated Member Activities”) the Forum’s Work plan for 2005 was presented to members.

**11.2. (5). PPI Sub-Committee, (K&NW PCT).**

**Jean Cole** offered to take the lead and **Mike Griffiths** the reserve role on this Sub-Committee.

**11.3. (10).Mental Health Joint Committee for PPI Forums for Wiltshire.** The **reserves** for this joint committee **will be reviewed** by members, (currently Mike Griffiths and Jean Cole). **Members.**

**11.4. (11). Project Boards and Community Health Groups-Savernake Hospital.**

**Anne Webb** agreed to take the lead on Savernake Hospital with **John McKee** as reserve.

**11.5. (14). B&NES, Mendip and Western Wiltshire Joint Committee for PPI Forums.**

**Mike Griffiths** to lead and **John McKee** to act as reserve on this newly formed joint committee.

**11.6.** With due regard to the above, **members agreed** the Forum's Work Plan and associated Delegated Member Activities List.

**11.7.** It was commented that Anne Webb – author of the Work plan, had produced a very good paper.

## **12. Strategic Review – Kennet & North Wiltshire and West Wiltshire PCTs.**

**12.1.** On 25<sup>th</sup>. April, 2005 the two PCTs had held a Seminar at Seend to which all Forum members had been invited. Members were disappointed that their expectation of meeting the new team of directors had not materialised- only a few of the directors had in fact attended the seminar.

**12.2.** A presentation paper entitled "*Welcome to Kennet and North Wiltshire and West Wiltshire Primary Care Trusts*" was given to all members.

**12.3.** Members were advised of the recent AGW Financial position statement made in April by AGW SHA which in essence stated:

- Savings of £145m. have already been delivered in 2004/05.
- Current year end forecasts suggests an overspend of approximately £10m. (0.5% of overall AGW budget of £2.3bn.)
- In 2005/06 further savings are being sought by- reducing agency staff use; better patient referral, (more work in primary care setting); improved purchasing of supplies.

## **13. K&NW PPI Forum Conference, Devizes, 30/03/05.**

**13.1.** Anne Webb had provided briefing documents to all of the members on this conference.

**13.2.** From the Conference Summary – **HAP** Staff are to contact organisations and ask for details of their meeting arrangements, dates and times. **HAP.**

**13.3.** There had been 3 or 4 people interested in becoming Forum members and this was to be followed- up by **HAP.**

#### **14. Information Reports for Members, (Annex B, Agenda Item: 14).**

**14.1.** Copies of the reports produced by members had been circulated prior to the meeting.

**14.2.** (4). Maternity Services Liaison Committee, (WWPCT) 11/04/05. Unfortunately Anne Webb had been unable to attend this meeting.

**14.3.** (5).Malmesbury Hospital Project Board Meeting 13/04/05. Mike Griffiths updated members on progress with this hospital project.

**14.4.** Stuart Ritchie referred to a Board meeting of the Oxfordshire Learning Disabilities Trust and related PPI Forum.

#### **15. Members Concerns.**

**15.1.** Mike Griffiths requested that he would like a voluntary organisation address book which he had raised with Nick Westbrook whilst at the PPIF Chairpersons' Meeting on 22<sup>nd</sup>. April, 2005. **HAP.**

**15.2.** John McKee advised members that if anyone was interested in attending the PPI Forum member's convention, (Birmingham on 7<sup>th</sup>. and 8<sup>th</sup>. June, 2005) then they would need to respond soon. **Members.**

**15.3.** Mike Griffiths advised that he will be attending one of the 'Shaping the Future- A Patient-led NHS" conferences arranged by AGW SHA for 27/05/05, (Bath) or 13/06/05, (Swindon). **Mike Griffiths.**

**15.4.** John McKee requested that a **Diaries section** be routinely included on subsequent Forum agendas. This would provide a chance for members to check diaries and ad- hoc meetings. **HAP.**

**15.5.** A letter and questionnaire from CPPIH regarding Forum Learning Needs Analysis was given to members with a request that it be completed and returned to HAP so that CPPIH could receive them by 27/05/05. CPPIH are looking at training requirements in order to structure meaningful courses. **Members.**

**15.6.** John McKee was given a copy of Wiltshire County Council's "Provisional Wiltshire Local Transport Plan 2206/07 - 2010/11 Consultation Issues Paper- April 2005" .to review on behalf of the Forum. **John McKee.**

**15.7.** Mike Griffiths advised that B&NES, Mendip and Western Wiltshire Joint Committee meetings are held at New Oriel Hall, Bath. This provides a link across forums. This ensures work is not done twice. **Mike Griffiths – Lead, John McKee – Reserve.**

**15.8.** Bob Barrett advised that as from the new year he would like members to consider normally using only two venues for all future PPI Forum meetings which are to be held in public.

**16. Date, Time and Venue of next meeting**

**Thursday, 7<sup>th</sup> July, 2005.** (Working tea 5:30pm). **6.00pm - 8.00pm.**  
**The Town Hall, Cricklade, Wiltshire.**

*The meeting ended at 7:50pm.*

**END.**