

**ANNEX A.  
UNAPPROVED**

To: Kennet and North Wiltshire PPI Forum.

Date: 08/09/05.

**Agenda Item: 6.**

Author: Bob Barrett.

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**KENNET & NORTH WILTSHIRE PPI FORUM**

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

**Thursday, 7<sup>th</sup> July, 2005**

**At**

**Cricklade Town Hall, 116, High Street,  
Cricklade, Wiltshire. SN6 6AF.**

**1. Present.**

**1.1. Forum Members:** John McKee, (Chairperson); Stuart Ritchie, (Vice-Chairperson); Michael Griffiths, (Vice-Chairperson).

**1.2. Kennet and North Wiltshire PCT:** Jenny Edwards.

**1.3. HAP Staff:** Bob Barrett.

**1.4. Members of the Public:** Frank Dummett; Jean Dummett; Cyril Page; Avril Williams ;Dr. B J Williams.

**1.5. Apologies for Absence, (Forum Members):** Jean Cole; Rodney Haverson; Julie Quartley; Dorothy Roberts; Anne Webb.

**2. Welcome and introductions.**

**2.1.** John McKee welcomed all present at the meeting. Introductions were given by the members and HAP staff to all attendees.

**2.2.** Avril Williams, (member of the public) asked if there could be a minutes silence to remember the victims of the terrorist attacks which had occurred in London today. Michael Griffiths made a response and then left the meeting. Subsequently, during the course of the meeting Mrs. Williams expressed her apologies if she had unwittingly upset a Forum member who she did not know.

### **3. Update on Membership.**

**3.1.** It was noted that Rodney Haverson, (who sent his best wishes) was making steady progress and hoped to attend the next Forum meeting.

**3.2.** See also **minute 6.1 iii.** concerning promotion of the work of Forums and member recruitment.

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

**4.1.** 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.

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

### **5. Public Forum.**

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

#### ***5.1. A Member of the public who attended the meeting asked the following question:***

- **Q.1. Avril Williams:** asked if the Forum could do something about the future use of the premises in Marshfield Road which had been used as a surgery. She felt that patients would like the Forum to approach the PCT with a view to using those premises, pending opening of the new Allington surgery.

**A. John McKee** advised that he would send those observations to the PCT, with a request that they consider use of the premises and asking that the PCT respond directly to her.

**Stuart Ritchie** observed that in terms of workload, the Forum had much more pressing issues to deal with; lots of other issues are pending which need to be taken on board.

**5.2.** Following a general discussion at the meeting with members of the public, (i.e. which formed part of the "Thursday Morning Group") concerning health issues, it was suggested to them that they might wish to consider how all local health services could be improved, with a view to feeding those views into the review process in which Kennet & North Wiltshire and West Wiltshire PCTs were engaged.

## **6. Minutes of Last Meeting, (05/05/05).**

The draft minutes of the meeting attached at **Annex A.** to the agenda were **approved** as a correct record of the meeting.

### **6.1 Matters Arising**

**i. (10). Forum's Annual Report and Accounts 2004/2005.** It was noted that the Commission had confirmed receipt of the report and accounts by the due date. There had been no specific feed-back from the Commission.

**ii. (11.3). Mental Health Joint Committee for PPI Forums for Wiltshire- Members' review of named reserves.** It was decided that the current arrangements should continue, i.e. **reserves: Mike Griffiths and Jean Cole; lead member-Stuart Ritchie.**

**iii. (11. 4.4). Forum's Work Plan- Promotion of Forums work to the public by way of Community events and Shows.** Members were advised of the need for additional volunteers to promote the work of Forums at shows in Trowbridge during July; Frome in September and possibly Shepton Mallet, also in September. In addition to increasing public awareness, these events were also a potential way of recruiting new members.

**iv. (15.1). Address Book for Voluntary Organisations.** Having regard to the absence of Mike Griffiths, it was decided to defer this item to a subsequent meeting.

**v. (15.5). "Forum Learning Needs Analysis"- CPPIH, Exeter.** Those members who subsequently responded directly to Exeter were thanked for their efforts.

**vi. (15.8). Venues for all K&NW PPI Forum Meetings held in Public during 2006.**

The experience of moving the meeting venue around the area had been unsuccessful. It was therefore decided that where possible, two venues would be used, (one in Kennet District Council and one in North Wiltshire District Council area), i.e. in Devizes and Calne for meetings in public during 2006.

## **7. Strategic Review- Kennet & North Wiltshire and West Wiltshire PCTs.**

**7.1. How to change and improve primary health care services for the benefit of local communities?** It was decided to defer consideration of this question to a subsequent meeting.

### **7.2. K&NW and WW PCTs. - “Assembly” Meetings- “Pathways for Change”**

**(i).** It was noted that these Assembly Meetings were intended to be a means of informal consultation throughout 2005 to understand the needs of local communities, with a view to providing a fresh start. Formal consultation would follow in early 2006.

**(ii). Assembly Meeting 1-** 19<sup>TH</sup>. May, 2005, Neeld Hall, Chippenham. The delegate’s aims at this meeting included:

- Provision of a locally based integrated health service with equal access for the whole population.
- Patients put at the centre of their care with opportunities for involvement and choice.
- Change in culture of entrenched practice to develop potential for patients and staff.

**(iii). Assembly Meeting 2** is to be held on **13<sup>th</sup>. July, 2005** at the Corn Exchange, Devizes.

**7.3. Financial Performance 2004/05.** Members were advised of the following year-end financial position as reported to today’s Board meeting, (i.e. 07/07/05) of AGW SHA, viz:

- **West Wiltshire PCT.** - Deficit of £2,803,000.
- **Kennet & North Wiltshire PCT.** - Deficit of £10,159,000.
- **AGW Total.** - Deficit of £7,329,000.

It was noted that:

**(i).** The overspend from 2004/05 will be carried forward for recovery in 2005/06; and

**(ii).** As part of the Financial Recovery Plan for K&NW PCT a 10% saving has been targeted from all budgets.

## **8. ICAS PPI Forum Quarterly Report, (1/12/04- 31/03/05) Kennet & North Wiltshire PCT.**

**8.1.** Members considered and noted the ICAS Report which had been circulated prior to the meeting.

## **9. Strategic Review of Wiltshire Ambulance Service NHS Trust.**

**9.1.** Members were informed that:

**(i).** PriceWaterhouseCoopers were commissioned to conduct a review of ambulance services in AGW area, (i.e. services currently provided by Avon, Gloucestershire and Wiltshire Ambulance Trusts).

**(ii).** Their recommendation is for the establishment of a single new NHS Trust with a distinct divisional structure of Avon, Glos. and Wilts.

**(iii).** Today, (i.e. 07/07/05) AGW SHA are to consider the proposals for change and “consultation”. If agreed, then “consultation” led by SHA will commence on 07/07/05, and end on 07/10/05.

**(iv).** If following consultation SHA agrees the recommendation, then the intention is to integrate the three ambulance trusts by April, 2006.

**(v).** One of the many major issues that will come to the fore is the fact that any proposals will need to have regard to financial balance and any resources provided by health trusts. Such provision will presumably be adversely affected by the financial deficit prevailing across AGW in 2004/05; carried forward to 2005/06.

**9.2.** Members confirmed that they had received a letter from Trevor Jones, Chief Executive, AGW SHA inviting them to a meeting on 27/07/05 at Jenner House, Chippenham to discuss the proposals.

## **10. Information Reports for Members, (Annex B).**

**10.1.** Following new information received after the list of information reports had been sent-out, an updated list was provided at the meeting.

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

**10.3.** Members noted the reports.

**10.1. Draft Terms of Reference- B&NES, Mendip and Western Wiltshire Joint Committee of PPI Forums.**

**10.1.** Members endorsed both the draft terms of reference and **Mike Griffiths** continuing as lead member with **John McKee** as reserve.

**10.2.** Questions concerning issues to be given priority for members of the Joint Committee to work on were deferred to a subsequent meeting.

**11. Diaries,** (i.e. member's future meetings and visits).

**11.1.** This item was deferred to a subsequent meeting.

**12. Members Concerns.**

**12.1. Receipt of Information by Electronic means.**

Members agreed that in future, (and where possible) they would receive meeting papers and related documents etc. only by e-mail. The exceptions to this to be where individual attachments exceed fifteen pages, or where documents are only available in hard copy format.

**13. Date, Time and Venue of Subsequent Meetings.**

- **Thursday, 8<sup>th</sup> September, 2005.** (Members "Working lunch 1:15pm-1:55pm). **2.00pm - 4.00pm. Bouverie Hall, North Street Car Park, Goddard Road, Pewsey, Wiltshire. SN 9 5QE.**
- **Thursday, 10<sup>th</sup>. November, 2005,** (Members' "Working Lunch 1:15pm. – 1:55pm) **2:00pm – 4:00pm.** Venue to be announced.

**END.**