
KENNET & NORTH WILTSHIRE PPI FORUM.
MINUTES OF THE MEETING HELD IN PUBLIC On
Thursday, 10th. March, 2005, from 2:00pm to 4:10pm.

At

**Calne Town Hall, (The Big Hall),
The Strand, Calne, Wiltshire. SN11 0EN.**

1. Present.

1.1. Members: Bill Brown; Jean Cole; Michael Griffiths; Julie Quartley; Stuart Ritchie; Dorothy Roberts; Anne Webb.

1.2. Kennet and North Wiltshire PCT: Jo. Cullen; Jenny Edwards.

1.3. HAP Staff: Bob Barrett.

1.4. Members of the Public: M. Eggleton; Dr. B.J.Williams; Z. Mills; A. Keat; D.Rowlands; J. Keegan; J. Smith; R. Smith; C. Page; J.Dummett; F. Dummett; A. Mays.

1.5. Apologies for Absence, (Members): Rodney Haverson; Phoebe Pinder-Houghton; John McKee; Julie Quartley.

2. Welcome and Introductions. Bill Brown welcomed all present at the meeting and introduced members of the Forum to attendees.

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 Jo. Howes, Forum Chairperson, (due to unavoidable conflicts of interest as a result of change in occupation) it had become necessary to elect a new chairperson.

4.2. It was proposed by Jean Cole and seconded by Michael Griffiths that Bill Brown be elected Chairperson. There were no other nominations for the post. Members unanimously elected **Bill Brown** as **Chairperson** of the Kennet and North Wiltshire PPI Forum.

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4.3. It was noted that **John McKee**, (current **Vice-Chairperson**), was happy to continue in that role.

5. Delegated Authority to Act on Behalf of the Forum.

5.1. In order to ensure the efficient operation of the business of the Forum, members were asked to consider the following arrangements, viz:

- *That the Chairperson of the Kennet and North Wiltshire PPI Forum in consultation with HAP be authorised to act in respect of general matters on behalf of the Forum. In the absence of the Chairperson, a Vice- Chairperson of the Forum to be authorised to similarly act after consultation with HAP.*

5.2. After due consideration, members unanimously agreed this proposed arrangement to delegate authority for the Chairperson to act on behalf of the Forum, and for a Vice-Chairperson to act in the absence of the Chairperson. All such actions to be taken only after consultation with HAP.

6. Public Forum.

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

6.1. Members of the public who attended the meeting asked the following questions:

- **Q.1.From M.Eggleton, Vice-Chairman, Age Concern, Wiltshire:** “Carers’ Registers” do not seem to exist, where does the Forum stand on carer’s issues?
A. Carers’ Registers are supported by PCTs as are other issues relating to carers. GP.practices are encouraged to keep ‘Registers, but not all GP. practices do that.
- **Q.2. From D.Rowlands:** commented that there is a desperate lack of GP. facilities in Chippenham following the closure of Dr. Williams’s surgery; do need that surgery.
A. The Forum will consider whether in their view GP surgery provision in the area is adequate, (or not) and will advise D.Rowlands accordingly. **Action: Chairman in conjunction with RB.**
- **Q.3. From J. Dummett:** observed that no choice of GP surgeries had been given following the closure of Dr. Williams’s surgery.
A. A choice of eight surgeries to visit was given following the closure of Dr. Williams’s surgery.
- **Q.4. From C. Page:** commented that some people had not received answers to previous questions raised.
A. Bob Barrett advised that he will follow-up and ensure that responses are made, where appropriate.
- **Q.5. From J. Dummett:** observed that there had been no choice of surgeries; the lot had to go to Hathaway Surgery.
A. Jenny Edwards advised that PCT staff had worked very hard to ensure patients were accommodated.
Bill Brown advised that at a meeting that he had attended

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involving Dr. Williams's patients, he had offered to deal with issues if those at the meeting contacted him; he had subsequently received no contact from them. He noted that Dr. Williams had also been at that meeting.

- **Q.6. From Dr. B.J.Williams:** commented that he has been in touch with the PCT several times to advise them that Marshfield Road Surgery was available. The PCT has not responded, as yet.
A. Dr. Williams was informed that there was no further action this Forum could take in respect of that matter.
- **Q.7. From D. Rowlands:** Asked who is the PCT's Chairman? - Tim Boucher is on the invited attendance list for this meeting.
A. T. Boucher has recently retired, currently there is not an appointed chairman; his name on the list is therefore an administrative error. Agenda item 6.1, ("Matters Arising") for this meeting informs on subsequent arrangements for introducing a new team of directors for Kennet & North Wiltshire and West Wiltshire Primary Care Trusts. In addition, advice will be given on the appointment of the new Chairman of the Trust.

6. Minutes of Last Meeting, (06/01/05).

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

6.1. Matters Arising.

i. (Minute 5.3). The **new Chairman of K&NW PCT** has been appointed – **Professor Alastair Bellingham** and he will be joining the Trust on 1st. May,2005.

ii. Written Media Information on the new team of directors as referred to in the answer to question7 above was provided to members.

iii. (Minute 7.2). Devizes Community Hospital Planning Group. Bill Brown will be attending these meetings.

iv. (Minute 9.2). Oxfordshire Learning Disability Service. P. Bagley, Oxfordshire PPIF Adviser will be inviting relevant members to a meeting in public in Oxford on 30th. March,2005.

7. Notes of Informal Joint Meeting, K&NW and WW PPI Forums, (03/02/05).

The draft notes attached to the agenda as **Annex B** were **approved** as a correct record of the meeting.

7.1. Matters Arising-

i. (Minute 11). Views sought on Employment of Nurse Practitioners in Out-of-Hours Service, (North Somerset PPIF).

At the informal joint meeting it was requested that the individual Forums respond to the enquiry. Accordingly, an information note produced by RB. was tabled for K & NW PPI Forum members.

After careful consideration, members concluded that they were unable to support such a proposal and requested that North Somerset PPIF be informed. **Action R.B.**

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8. Arrangements for New-Build GP. Surgeries and major refurbishments.

8.1. Members were provided with a background report entitled “**GP. Surgeries**” produced by RB.

8.2. Jo. Cullen, Primary & Community Commissioning Manager, K&NW PCT then gave a presentation entitled, “**The Development of GP Surgeries**”. Despite the fact that her presentation was outside the time allowed for the public forum, (and therefore outside limits for public questions), she never- the- less agreed, (subject to the Chairperson’s discretion) to answer questions from the public. After responding to numerous questions Jo. was thanked for her informative presentation.

9. Strategic Review, (including financial position).

9.1. Strategic Review- Members were provided with a handout entitled, “**Making it Better**”, (March 2005). The bulletin is the first of a series about the **review** of health services by K&NW and WW PCTs. and contains advice on:

- **What has already happened**, including agreement with AGW Strategic Health Authority that the whole community must be involved in the PCTs’ service review, and so more time is needed to address the financial problems.
- **What is now happening**- A project team is being assembled to deliver an inclusive and open engagement process. An engagement programme is to be launched with the intention of securing the views of all those with an interest in health, locally.
- **What is happening next**- Plans will be launched in **May,2005**.
 - 2005** will be a year of engagement.
 - 2006** will probably start with formal consultation on emerging proposals.
 - 2007** Starting implementation of the approved plan.
- **The Engagement Programme** will bring together those with an interest and views on local health and social care. The programme will include a series of large stakeholder “**assemblies**”. Discussions will also be focused on the **14 community areas, (including town groups and local strategic partnerships)**.
- **Staff and Health Professionals.** A comprehensive staff involvement programme is being devised.

9.2. Financial Position.

i. Mike Griffiths expressed concern that K&NW PCT had been originally set-up with a very significant deficit; they had met their budget, but not cleared their debt. In his view, financing of the Out-of-Hours service was partly responsible for the debt, since government did not support it enough.

ii. K&NW PCT were projecting a deficit of £8.182 million. Any carry-over of the deficit was likely to attract a surcharge. It was noted that the financial impact would also affect Social Services.

iii. In the prevailing financial circumstances the PCTs were spending year on year more than they received just to maintain services, they had nothing for development.

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10. Progress Assessment.

10.1. It was agreed that a Sub-Group be formed, (lead by **Anne Webb**) to review the **Work Plan** and present proposals for consideration at a subsequent Forum meeting. RB advised that the 'plan should include, among other matters, more emphasis on working with the voluntary sector.

11. Information Reports for Members.

The information reports listed at Annex C, attached to the agenda had been noted by members. No questions were raised in respect of the reports.

12. Forum's Annual and Financial Reports, (1/04/04 to 31/03/05).

12.1. Members were advised that the Forum's Annual and Financial reports for 2004/2005 would need to be considered by all Forum members, and then signed-off by the Chairperson at the meeting in public on 5th. May, 2005.

12.2. It was agreed that a Sub-Group be formed, (lead by **Bill Brown**) to draft the annual report. **RB** would produce the financial report.

13. K&NW PPI Forum Conference, The Corn Exchange, Devizes. Wednesday, 30/03/05.

13.1. In conjunction with her sub-group a conference programme and list of attendees had been produced by Anne Webb.

13.2. The primary aims of the conference were: to promote awareness of the work of Forums; encourage members of the public to participate; interact with voluntary organisations and work more closely with them.

13.3. All Forum members requested that their grateful thanks be given to **Luisa Crook; Emma Westbrook and other HAP office staff** who had worked hard with the sub-group in arranging the conference.

14. Member's Concerns.

Jenny Edwards advised members concerning:

- **Cover for Inpatients and MIU, Chippenham Community Hospital**-GPs provide cover during the day and the Out-of-Hours GPs at night.
- **Maternity**- Midwifery and then usually obstetricians provide cover.

Whilst members understood that the Out-of-Hours service appeared to be working very well, they noted that it was heavily reliant on GPs to service it.

- **Copying Letters to Patients Initiative.** On request a patient can have a copy of a letter written about them by a clinician. However, GPs are not obliged to provide copies. The Data Protection Act requires the provision of copies from consultants and referral centres.
- **"Choice" Initiative- Cardiac Surgery.** Assistance is being sought from PPIFs by the PCTs to help develop an information pack and literature for patients who will be

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offered a choice of provider of cardiac surgery. Jenny Kirby is running the project and is seeking to meet with interested representatives. Jenny Edwards will provide a list of alternative meeting dates.

15. Date, Time and Venue of:

- **Meeting in Private with West Wiltshire PPI Forum-** Thursday, 28th. April, 2005. 2:00pm. to 4:00pm. The Bridge Centre, Trowbridge, Wiltshire. **SUBSEQUENTLY POSTPONED.**
- **Next K&NW PPI Forum Meeting – Thursday, 5th. May, 2005. 6:00pm. to 8:00pm.** Venue to be announced. *Venue subsequently identified as Wiltshire College, Lackham, near Chippenham.*
- **PROVISIONAL Arrangements for two subsequent meetings of K&NW PPI Forum to the end of 2005.** Members were advised that HAP would now be continuing to provide support to them, and therefore two further meeting dates would need to be arranged for this calendar year. Provisional alternative dates for September and November were agreed.

END.

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