

Swindon Patient & Public Involvement Forum Meeting in Public held on Thursday 17th May 2007

1. Attendance & Apologies for Absence

- 1.1 **Forum members present:** Mary Wilson, John Archer, Joyce Bishop, Beryl Markham, Ramnik Mehta, Richard Jaggar.
- 1.2 **PCT & others present:** Annie Naji, PCT PPI lead, Catharine Hurford, ICAS representative.
- 1.3 **Apologies:** Patrick Titman, Helen Thompson, Val Vaughan.

2. Public Forum

No members of the public were present.

3. Members' Declarations of Interest

There were none.

4. Minutes of the last meeting in public on March 22nd 2007

The minutes were approved.

The following agenda items were taken out of order.

6. Annual Report, Work Plan & Annual Accounts

6.1 The Annual Report for 2006-07 of the Swindon PPIF was approved by a majority of forum members; the four members present and one proxy vote. Two additional votes in favour were subsequently received from forum members who were not present at this point in the meeting.

6.2 The Annual Accounts for 2006-07 of the Swindon PPIF were approved by a majority of forum members; the four members present and one proxy vote. Two additional votes in favour were subsequently received from forum members who were not present at this point in the meeting.

5. Matters Arising

5.1 Item 5.1 GP Visit Report

Action: SW to follow up with Annie Naji. Re-send Penhill report.

5.2 Item 1.1 PCT Infection Control Meeting

Forum members noted that the date of the meeting had been changed three times, making it difficult for them to plan their attendance.

Action: Annie Naji to raise the forum concern with the PCT.

5.3 Item 1.2 Radiotherapy

Information requested from the PCT awaited. An assurance has been received from Jane Leaman that this feedback will be received shortly.

Action: Annie Naji to follow up with the PCT.

5.4 Item 3. Ambulance Joint Working Project

Since the forum meeting in March, the Great Western Ambulance forum announced that they would only be working with acute forums on the monitoring project. Molly Heath, the new Chair of the Great Western Hospital PPI Forum, attended the joint project meeting at the HAP office this week. This forum is aware that, with a reduction in forum members, the Great Western Hospital forum may not be able to participate in the survey proposed for June. There was a discussion about how ambulance surveys should be undertaken.

Action: SW to draft a letter from MW on behalf of the forum to the Great Western Ambulance PPI forum, informing them that Joyce & Beryl would be prepared to take part in the survey of ambulance stacking.

5.5 Item 8. ICAS Report

There was no feedback from members about the ICAS report tabled at the March forum meeting. Catharine Hurford noted that a colleague will be taking over the liaison with the PPI forums in coming months. She explained that ICAS produces six monthly reports and that the next reports are for the period to the end of June 2007. Members said that they would like to receive a report at their July meeting in public.

Action: Catharine Hurford will notify SW when the next ICAS reports for Swindon are available.

7. Member Activities

7.1 Integrated Governance Committee

John Archer attends this committee and stated that he is happy with PCT actions. The Chair requested that John and all forum members produce written reports on all trust committee meetings attended. There was a discussion about confidential sections of trust meetings attended by forum members. The forum adviser clarified that, according to CPPIH, forum members must not attend sections of committee meetings that deal with confidential trust matters, as all information known to a member may be regarded as being in the public domain and may therefore be discussed at forum meetings in public.

Action: John Archer to send a one page member report to SW.

Action: Annie Naji to liaise with the Integrated Governance manager to ensure that confidential reviews take place at the end of a meeting, so that the PPI representative can leave.

7.2 CPPIH LINKs & Practice Based Commissioning Workshop

7.21 LINKs

Ramnik Mehta attended this workshop in London. Many patient forums do not currently have strong contacts with local voluntary organisations and community groups. LINKs will bring this about by expanding the scope of public involvement in health and social care and, hopefully, lead to more

volunteers becoming involved. The plan is for LINKs to be 'up and running' by Easter 2008.

7.22 Practice Based Commissioning

To reduce hospital referrals, there will be more referrals within practices (and practice clusters) to GP specialists, physiotherapists, etc, where possible reducing the burden on hospitals and improving the service to patients by lowering waiting times. In Swindon, Annie Naji explained that GP clusters are looking at where best to get services for their patients. Not all of the services will be delivered by GP specialists.

7.23 Forum election of officers

At the last forum project meeting, there was a discussion about posts. A majority of forum members agreed that they did not wish to have an election for officers for the forthcoming period. Mary Wilson and Val Vaughan confirmed that they are happy to remain in post as Chair and Vice Chair and were mandated to continue in their roles. It was noted that they continue to do a good job for the forum.

7.24 PCT Practice Based Commissioning Meeting

Jane Leaman explained that the PCT wishes to address health inequalities in Swindon. Preventative measures were discussed. Mary Wilson proposed a conference involving GPs, MPs, teachers, community groups, religious groups the forum and the PCT, in an area such as Penhill, to consider how such issues may best be addressed. District nurses can help to build up trust in a community. Joyce reminded members that the surgery in Penhill is a good one. Annie Naji drew members' attention to the Healthy Swindon initiative by the PCT.

Action: The Commissioning Framework for Health & Well Being document is being circulated to forum members for feedback.

7.25 Impact Assessment

Members took part in an impact assessment on integrated care. Three areas and six buildings/units will make services more community based. The PCT consulted a range of organisations including the PPI forum. No significant variation to services was found and the majority of people who took part felt that the proposed changes would be an improvement for patients and the public.

7.26 NICE Citizens Council report 'Only in Research'

There was a discussion about the licensing of drugs.

Action: Ramnik Mehta undertook to read this report and feed back to the NICE Citizen's Council before the June 27th deadline as an individual. He will copy the forum in on his response.

8. Trust Report

8.1 There was not a Board Meeting open to the public for Mary Wilson to attend last month. It was understood that public board meetings are now taking place on alternate months.

Action: Annie Naji to clarify situation. (Subsequently confirmed Board Meetings will continue on the last Thursday of the month, part one a public meeting and part two as a private meeting.)

8.2 Annie Naji explained that there are currently moves for the PCT to integrate more with the Borough; this is a complex process. The impact assessment the forum members took part in is a part of this process. Caroline Fowles is the Chief Executive of the PCT and interviews are taking place today for the post of Director of Primary Care and Commissioning. The Associate Director of Human Resources of the PCT will be working with the Borough on integration. The previous Finance Director is now working on PBC. There is a new Finance Director. The ICAS representative noted that ICAS is also moving towards increased integration by 2009.

8.3 PPI Steering Group

No representative of the forum was able to attend the first meeting of the PCT's PPI Steering Group for a number of months this week. Chris Severs from the Borough gave a presentation. Julie Pett will not be returning to the post of PPI lead, as following her secondment, she has accepted a different post out of area. The PPI Steering Group will be looking at how to work in the future, as there have been many changes since the group was set up.

Action: Richard Jaggar and SW to attend the meeting on June 12th at the PCT HQ.

9. Work Plan

Project meetings have been planned for 24th May and 21st June.

Action: Members will discuss the 2007-08 Work Plan at their project meeting from 11am – 12.30pm, Rm 5, on Thursday 24th May at the PCT HQ. Dates and venues for the September and November meetings in public and future project meetings will be agreed at the meeting. SW to suggest some dates to MW before the project meeting.

9.1 Nursing Homes

Mary Wilson requested a list of the nursing homes that the PCT commissions. Sally clarified the CPPIH guidelines on members' visits rights to nursing homes. Community matrons have beds available in SWICC. The PCT purchases nursing home beds for nursing care.

Action: Annie Naji to request this information on behalf of the forum.

10. Member Concerns

10.1 Recruitment

This forum sees an ongoing need for the recruitment of new members. Some feel that CPPIH has not been effective in this area.

Action: A CPPIH representative and the forum adviser will attend a recruitment event in Swindon in June. Forum members were asked to bring anyone who may be interested in becoming a member along to a meeting.

10.2 Public Toilets

One member raised a concern, following discussion with local people, about the limited number of public toilets in Swindon, which can be problematic for diabetics. There are a number of private facilities, but access to these is not always straightforward. Another member is on a forum (representing a different community group) that is considering this issue. This is a public health issue and can affect people with a range of health conditions.

Action: A majority of members present agreed to send a letter from the forum to the Health Scrutiny committee supporting the need for sufficient public toilets in the redevelopment of the centre of Swindon. SW to draft.

Action: Annie Naji to raise the issue of the low availability of public toilets in the town centre with the Director of Public Health.

10.3 Discussion about whether this forum has really made a difference. References were made to the projects the forum has been engaged with over the last year.

Action: Discussion about the forum's achievements to continue at the project meeting next week.

10.4 Publicising the forum

Mary repeated her suggestion about holding a forum meeting in a public area such as the Brunel Plaza. A concern about the possibility of hecklers was raised. Cost will also be an issue to consider. The idea of having a stand at a community event was also mooted.

Action: Mary to contact the Brunel Centre management. SW to find out about upcoming community events and report back to the Chair.

11.HAP Update

11.1 PPI forums will be continuing until the end of March 2008, supported by HAP. The date for the abolition of the CPPIH is not known at present.

11.2 There was a discussion about obtaining good value rail fares, to keep expenses down. Members were reminded about training opportunities available.

11.3 Action: Sally will arrange a date for a one to one induction session with Beryl Markham.

12. The next meeting in public of the Swindon PPIF will taken place from 6.30pm – 9pm on Thursday 19th July. Venue to be confirmed.