

**Wickford Health Centre  
Patient Participation Group  
Meeting following the meeting with NHS England and Basildon and Brentwood CCG**

**Tuesday 20<sup>th</sup> January 2015**

**Wickford Health Centre**

**In Attendance:**

Ray Hilliard  
Jan Hilliard  
BL  
JD  
IC  
PC (New Member)

**Apologies**

None received

**Introductions**

RH welcomed PC to the group and introductions were made.

**Minutes of the Meeting held on 4<sup>th</sup> November 2014**

**Recruitment of new members** - PPG leaflets are available on reception and are being given out.

**List of acronyms** – JJ obtained these from David Thomson and disseminated to the group

**DNA information in reception** – JJ has removed the information that related to May and advises that regular, up to date information will be shown. She pointed out that during December 98 appointments were DNA'd

**Cleaning Schedules in patient toilets** - JJ confirmed that the out of date cleaning schedules have been removed and replaced with notices informing patients that the toilets are cleaned daily but to report any concerns to reception.

**Update/briefing on Wickford Health Centre**

RH informed PC on the background of potential developments for Wickford Health Centre and the ongoing debate regarding the London Road Surgery being sited in a new building across the road from Wickford Health Centre. He also reported on the last PPG meeting, which was attended by Ian Stidston from NHS England and Tom Abell, Chief Officer for the CCG. PC has been given a copy of the minutes from the last PPG meeting.

JJ reported that she had seen Ian Stidston for an update following the meeting:

- The Essex Area Team has been merged with East Anglia and will be known as East Sub-Region
- Ian Stidston is leaving his post as Director of Commissioning to take up a post with another local CCG.
- His post is being recruited to but in the meantime Alison Cowie, Head of Commissioning and Carolyn Larsen, Head of Primary Care would be covering his role in the interim
- Our contacts will be Sara Lingard and Georgina Shanley
- At the meeting it was suggested that David Fazey get involved with the health centre with regard to moving forward and Sara and Georgina will link in with him

- Ian Stidston hasn't heard anything from NHS Property Services with regard to the recent survey that was undertaken and he will chase this
- Ian Stidston would like to set up a working group to include JJ, Liz Adams, Practice Manager at Applewood Surgery, NHS England and the CCG, with input from PPG

### **Feedback from Applewood Surgery PPG meeting**

RH reported that the Applewood Surgery PPG meeting he was due to attend did not take place on 17<sup>th</sup> January as planned due to an emergency situation that arose for Liz Adams. She will be rescheduling the meeting and will let RH know.

### **Correspondence from Robert Frew Medical Centre PPG**

RH reported about information he had received from the Chair of Robert Frew Medical Centre PPG, which had also been sent to other GP surgeries in the South Essex Managed Care locality (WHC, Applewood, Swan Lane, London Road and Shotgate). It gave details of a plan to raise funds to purchase a public defibrillator, through Essex Ambulance Service for Wickford High Street. The idea would be that it would be available and if it needed to be used a call to the ambulance service would generate a key code to open the device. The cost of a defibrillator is £2334 with an additional yearly cost of £25 to replace the pads. The Chair of the Robert Frew PPG was asking for all surgeries to agree to fundraise to purchase the defibrillator.

Following discussion it was agreed that RH would talk to the Chair of Robert Frew PPG to find out if they had received responses from the other surgeries and if any fundraising initiatives had been set up yet. It was agreed that it might be useful if a meeting between the Chairs of the PPG's from all surgeries got together to discuss the way forward.

### **Recruitment of new members**

Apart from PC RH has not heard from any other patients yet but the leaflets have only been in circulation for a couple of weeks. Following discussion it was agreed that JJ will put a notice by the self-check in board informing patients of the leaflets that are on reception. Also, the PPG members will have a few leaflets that they can give out to patients they know.

### **Any other Business**

JJ gave out copies of a draft Terms of Reference (ToR) for the group. She will also include the document in the email when sending minutes. RH to table ToR as an agenda item for the next meeting.

PC confirmed he is happy for JJ to have his email address to include in the PPG distribution list for information.

### **Date of Next Meeting**

The next meeting is scheduled for 5pm on Tuesday 17<sup>th</sup> February.