

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

**Tuesday 17<sup>th</sup> February 2015**

**Wickford Health Centre**

**In Attendance:**

Ray Hilliard (RH), Chair  
Jan Hilliard (JH)  
BL  
Jayne Johns (JJ) Practice Manager, Minutes

**Apologies**

JD

**Minutes of the Meeting held on 20<sup>th</sup> January 2015 and matters arising**

The minutes were accepted as accurate.

JJ confirmed that Ian Stidston had left his post as Director of Commissioning for NHS England.

RH asked for clarity on who Dave Fazey is and JJ confirmed he is a Senior Commissioning Manager whose main role it to procure community services but also has experience in Project/Programme Management.

**Terms of Reference (ToR)**

The draft ToR were discussed and agreed with the following changes:

- Meeting frequency will be changed to at least six meetings per year. Although currently monthly meetings are held it is anticipated that when the group is more developed these can move to every 2 months
- The agreed figure to make a meeting quorate will be three members
- The ToR will be reviewed when the group has grown

**Update/Briefing on Wickford Health Centre**

JJ reported that she had been in touch with someone from the NHS Property Services who had been to Wickford Health Centre to supposedly do a review, which was the understanding of the PPG, Directors of SEMC Ltd, Applewood Surgery NHS England, and the CCG. However, the gentleman she spoke to

confirmed that a full survey had not been undertaken but he had looked at improving the part of the site that Applewood Surgery are in. JJ confirmed that she was waiting for this gentleman to arrange a meeting with her and the Directors and Liz Adams, Practice Manager from Applewood surgery.

RH reported that he had spoken to Joanne Slater at Basildon Council who had confirmed that the final planning application had not been heard yet with regard to the London Road Surgery moving to the purpose built building in Market Road but it was anticipated it would take place at the end of March/beginning of April. Joanne told RH that if it was approved it would take around a year to eighteen months to build as it would be put out to tender.

RH/JH reported that they felt almost compelled to speak to their local MP and felt that NHS England was ignoring the situation. JJ suggested having a meeting with NHS Property Services first to discuss the way forward and attempt to arrange a full survey of the building first.

It was agreed that RH would contact Joanne Slater again to find out if there is any correspondence within the council that refers to Wickford Health Centre not being fit for purpose.

### **Funding for the Purchase of a Defibrillator for Wickford High Street**

RH reported that, following discussion with the Treasurer at Robert Frew Medical Centre PPG, he is in the process of arranging a meeting with the local surgeries to discuss a way forward.

He reported that there has been some fundraising undertaken and some money has been collected. JJ asked RH to find out if there is a project plan in place with regard to:

- Who is responsible for monies raised
- Will there be a small group set up to include a treasurer to ensure that any money raised is used for the intended purpose and banked appropriately
- What would happen to the money raised if the target wasn't reached
- Suggest approaching the Lottery

RH also reported that David Thomson, our CCG Locality Manager was going to speak to the Head of commissioning and East of England ambulance service.

### **Patient Participation Awareness Week 1<sup>st</sup> – 6<sup>th</sup> June 2015**

The group agreed that they didn't feel it necessary to look into this too deeply as they are happy with the way things are proceeding within the group itself.

## **Recruitment of new members**

JJ suggested stapling small notes to prescriptions that gives a brief outline of what the PPG is as and instructions on how to contact RH or speak to reception staff. All thought this was a good idea. JJ to arrange.

The group also agreed it would be good idea to put the information on the website. JJ to look into but will also put some information on the NHS choices website if able to.

RH/JH agreed to come into the surgery on Wednesday 19<sup>th</sup> February to talk to patients and give out leaflets. JJ to ensure leaflets are available.

The group also discussed a Virtual group but all agreed to build a bigger physical board first.

## **Any other Business**

RH asked if JJ could talk to the clinicians about attending. He reported talking to one Doctor who alluded to not having time to be involved, however, JJ thinks that if the GP concerned better understand the involvement expected of clinicians they will see that it won't take up too much time and would be beneficial to clinicians too. All agreed it would be good to involve the reception staff as well and give all a chance to attend meetings occasionally.

JH asked about the rules around 28 day prescribing. JJ reported that the Medicines Management team had directed that GP's prescribe a maximum of 28 days medication to minimise waste. A lot of medication is stock piled and is never used and may even be given back to the pharmacy who have to destroy any unused medication as it cannot be given to another patient. There are some exemptions depending on some patients or the drugs they are on but the best practice, currently is to prescribe for 28 days where appropriate.

## **Date of Next Meeting**

The next meeting is scheduled for Tuesday 17<sup>th</sup> March at 2.00 pm.