

EAST LINDSEY LOCALITY PPG CHAIRS MEETING

The Thoresby Suite, Louth County Hospital, Louth, LN11 0EU
8th October 2019, 14:00 – 16:00

MINUTES

Present:		
Mickaela Crane	Locality Team Manager; LECCG, Chair	MC
Angela Jesney	Practice Manager, East Lindsey Medical Group	AJ
Andrew Neal	Horncastle Medical Group PPG Representative	AN
John Hanson	James Street Family Practice PPG Representative	JH
Penny Bowen	Coningsby New Surgery PPG Representative	PB
Christine Horsley	Caistor Practice PPG Representative	Cho
Richard Redfern	ELMG PPG Representative	RR
Margaret Hill	ELMG PPG Representative	MH

In Attendance:		
Claire Hornsby	Engagement Manager, LECCG	CH
Nicola Tonsager	Boston Locality Secretary, LECCG – Minutes	NT

	Standing Items	Action
15/19	<p>Welcome & Apologies MC welcomed all and thanked everyone for their attendance. Introductions were made between those present. Apologies received from Linda Cray, Jean Hill, Lynn Chapman, Matthew Fisher</p>	To note
16/19	<p>Minutes of Previous Meeting The minutes of the previous meeting were agreed as accurate pending a change to the date of the meeting to show 21st May 2019.</p>	To note
17/19	<p>Matters Arising 12/19 - NP had circulated the details around fundraising but some members appear not to have received it. CH to ask NP to recirculate 13/19 – AJ has contacted Aileen Sellars in relation to Binbrook Practice’s PPG starting up but has not yet had a response. 14/19 – CH updated that MF has given his apologies for today’s meeting but he is very happy to attend a future meeting to update around Integrated Neighbourhood Working.</p>	CH To note
	Urgent Treatment Centres in Louth & Skegness	
18/19	There are new Urgent Treatment Centre Signs to enable standardisation and	To note

	<p>clarity. The UTCs in Louth and Skegness be will open 24 hours a day, 7 days a week and can be booked through NHS 111. This will begin in Louth on 14 October and in Skegness on 15 October. There are 2 public engagement events about the UTC – one in Louth on 29 October and another in Skegness on 30 October.</p> <p>The priority for UTCs after the 14 & 15 October will be for booked patients via NHS 111 rather than walk-ins except in the case of clinical need, where those patients will take priority. A discussion took place around the 4 hour wait and how this will be monitored if slots are to be booked. CH to investigate. <i>Post meeting note: Patients who walk in to UTCs contribute to the four-hour target – the clock starts ticking exactly in the same way it does in an A&E setting. The CCG will be able to monitor if people walk in or book via NHS111 or CAS.</i></p> <p>AN queried the communications and publicity to ensure public awareness and also asked how UTCs will be rolled out across the county. CH to check with communications. MC advised that John Turner, Accountable Officer for all 4 Lincolnshire CCGs did write to all practices on 2 October.</p> <p>PPG members present queried the current usage of the Extended Access Hubs. MC updated on a 69% usage for September for East Lindsey Locality and confirmed that work will shortly be undertaken to identify the impact on A&E.</p> <p>AN queried the availability of pharmacists with the additional hours, particularly in relation to UTCs and Extended Access and highlighted the difficulty with prescriptions being written but with often no local pharmacy open to fulfil them at certain times of the weekend or night. CH confirmed she has been asking NHSE about pharmacy availability but has not yet had a response. CH/MC to check whether pharmacy opening times for Extended Access applies at weekends. CH to chase NHSE response. <i>Post meeting note: NHSE representative is attending the Patient Council Meeting on 30 October at The Thoresby Suite, Louth County Hospital, therefore an update can be given after Patient Council</i></p>	<p>CH</p> <p>CH</p> <p>To note</p> <p>To note</p> <p>CH/MC CH</p>
East Lindsey PPG Group		
19/19	<p>Approval of Chair – MC explained the purpose of the PPG Chairs Group, as noted in the draft Terms of Reference, and advised that ideally the group should be chaired and led by a PPG Chairs/ Representative with support where necessary from LECCG.</p> <p>AN was proposed as Chair and this was supported by the other members present. AN was confirmed as Chair of this group.</p>	<p>To note</p> <p>To note</p>

20/19	<p>Meeting Venue – those present agreed that the current venue, Louth County Hospital, was relatively central to the Locality and agreed to hold future meetings here.</p>	To note
21/19	<p>Terms of Reference – these were reviewed and agreed with minor amendment on page 2 – locality to have a capital ‘L’ and a change of membership in relation to :</p> <ul style="list-style-type: none"> • Neighbourhood Team Liaison Officer to Neighbourhood Coordinator • Senior Locality Manager to Locality Manager <p>AN queried whether specific Practice Manager representation was required. MC confirmed that at Skegness & Coast PPG meetings, a Practice Manager attended when possible. In Boston, there was no Practice Manager representation at PPG Chairs meetings.</p>	To note
22/19	<p>Frequency of the Meeting – it was agreed that the meeting should remain quarterly at the present time.</p>	To note
Other Items		
23/19	<p>Correspondence Online – AJ queried how other practices are interpreting correspondence online which is required by April 2020, for example is it just about e-consulting? MC to gain clarity on what is meant.</p> <p>AN queried the timescales for e-consulting. MC explained that by 1 April 2020 75% of practices are required to offer virtual or e-consultations. Tasburgh Lodge is currently trialling ‘Ask My GP’ and Q Doctor is also being trialled elsewhere across the county. MC advised that licenses are available for Q Doctor and have been funded by the CCG and there is also the potential for some monitors with webcams. Funding is also available towards the other options, however this will not cover the full cost.</p>	MC
24/19	<p>East Lindsey Primary Care Network - AJ gave a brief update advising that the PCN had had their second meeting and were moving forward. The group felt it would be useful to have an update from the PCN Clinical Director. RM to invite the PCN Clinical Director to the next meeting. MC to circulate the PCN Handbook and FAQs documents.</p>	RM MC
25/19	<p>Patient Council – CH advised that John Turner would be doing a podcast and that questions could be brought to Patient Council which would be passed over to him for the podcast.</p>	To note

	Any Other Business	
	There was no other business	
Date and time of next meeting		
	Friday 17 January, 1pm to 3pm The Thoresby Suite, Louth County Hospital	For Info