**ASCOT MEDICAL CENTRE - PATIENT PARTICIPATION GROUP (PPG)**

**Minutes of the meeting held on Tuesday 4th June 2019 at AMC:**

**Present:** Stephen Isaia , Chairman (IS), Dr Edward Williams, Senior Partner (DrW), Jo Taylor, Practice Manager (JT), Richard Jolley (RJ), Linda Jolley (LJ), Pam Lakin (PL) Peter Boyce (PB), Malcolm Brown (MB), Sheila Sparks, Secretary (SS)

**Apologies:** Rosalind Hansen (RH), Malcolm Brown (MB)

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| 1.  2.  3.  4.  5.  6. | The Minutes of the meeting held on Tuesday 9th April 2019 were agreed and can now be posted on the website, circulated to the Virtual PPG members by email and a copy put on the PPG noticeboard at AMC.  **MATTERS ARISING:**   1. **Heatherwood Site Progress Report:** JT advised that she had hoped to take us to the site this evening but had not received a response to her request. She will endeavour to arrange one for the next meeting and suggested we start ¾ hour earlier to make time for the visit. There is a meeting planned with Premises Dept and Frimley Health for this coming Friday. 2. **Spring Newsletter:**  The Spring 2019 Newsletter had been prepared but not yet circulated. SS will contact RH and ask her to change the website address on P.1 to the new one (see later item) and to correct the spelling of DrW’s name. 3. **Digital Drop-In:**  RJ reported that Barclays had not been very helpful and in fact their “Eagles” programme was not available in this area. RJ & LJ had instead prepared a step-by-step guide to assist patients and will circulated to other PPG members for comments. To be discussed further at next meeting. 4. **Network PPG:** SI had visited Claremont Practice with Mary Lou Kellaway from Cookham. It had been a very good meeting with several people from Claremont attending. As their lead GP is now the Clinical Director of WAM CCG he is very keen that they should have a PPG and the meeting had helped very much with information and hints on how to start. The next network PPG meeting is not until Thursday 6th June.   **FFT Patient Feedback via iPlato:** The results for April and May had been circulated and it was unanimously agreed that they were very satisfactory. Discussion followed on the best way of using clinical time, ie eConsult (or Digital Drop-In) , v appointments booked by telephone v emis Patient Access appointments booked on-line. eConsult allows patients to be directed to the correct doctor, and also ensures they are guaranteed contact within 24 hours. Appointments booked by telephone and emis do not necessarily mean that patients will see the most appropriate GP for their needs. However, as emis Patient Access had been widely recommended over the past 12/24 months it was important that this service should still be available, and it had been agreed that 5 appointments would be put on emis each day at 8.00 am for the following week. This number and availability would be kept under review by DrW and JT.  DrW introduce the new website – [www.ascotmedicalcentre.nhs.uk](http://www.ascotmedicalcentre.nhs.uk) and asked everyone to log in and test it. Every page has a link to eConsult and should assist patients in finding this very helpful tool.  **Review of Terms of Reference:** The Terms of Reference dated November 2016 had been circulated with the agenda. Everyone agreed the change of name in the title and para 1. SI and DrW agreed that the wording of para 4.3 would have to be amended in the light of recent Network meetings. SI will prepare some wording and circulate for comment. Take forward to next meeting.  **Renewal of Affiliation to N.A.P.P.:** This was agreed and the invoice passed to JT for action.  **AOB:**   1. SI & DrW reported on the progress that had been made since the last PPG meeting regarding the formation of local Networks. The NHS wants practices to get together and form Networks with 30/50K patients. Networks for Windsor and Bracknell had been formed but DrW and SI had vigorously pursued the need for the four Ascot practices to form their own refusing the option to become a neighbourhood of Bracknell or Windsor. After many hours of hard work, indeed DrW and SI had joined today’s PPG late coming straight from a meeting at which an independent facilitator had been involved to help matters progress, agreement had been reached for the formation of what will be called the Ascot GP Network. This will come into effect on 1st July 2019. Further discussion followed on the benefits to follow such a decision including using the combined scale of four independent Ascot practices working together to provide the local population with an ever improving health care service. SI said it would be good to start an affiliation of all the PPGs in the new Ascot Network sometime in the near future. A PPG member will be invited to be on the board of the Network and this will have to be discussed when representatives of the PPGs get together. DrW thanked SI for all his help and input over recent weeks to this very important matter. 2. JT advised that she had received a briefing from NHS England regarding the roll out of the new bowel cancer screening tests for those aged between 60-74. After discussion it was agreed that an iPlato text message would be sent to all patients between those ages reminding them of the importance of doing the tests whey they receive the kits. The new test is easier to use, only one sample is required versus the current one which requires three. It is also more sensitive and therefore able to detect signs of cancer earlier, saving more lives. | **ACTION**  **JT/SS**  **SS**  **RJ/LJ**  **SI**  **JT**  **JT** |

Date and time of next meeting: **Tuesday 23rd July 2019 at 5.45pm** to include a tour of the Heatherwood site.