

SWAN PRACTICE PPG

Minutes of the meeting held on

Wednesday 18 September 2019

Verney Close Surgery, Buckingham

Present Dr Alison Banks (Chair), Sarah North, Sophie Rudolf, Ivo Haest, Alison Giggins, Peter Giggins, Jennifer Laws, Jane Hannah, Louise Ellis, Tony Carroll, Christine Strain-Clark, Margaret Place, Debbie Ratu, Barbara Smith (Secretary)

1 **Welcome and Introductions**

AB welcomed everyone and explained as a result of Graeme Johnston's indisposition she would be chairing the meeting which was unexpectedly being held in the waiting area of Verney Close surgery.

2 **Apologies**

Apologies were received from Sandra Drew, Mike Vince, Margaret Dean, Gail Daffurn, Lynn Mazillius, Els Otten, Graeme Johnston, Kay Bradley, Andy Maki

3 **Minutes and Matters Arising**

There were no matters arising.

4 **Practice Update**

GPs

The GP situation is improving, those currently on maternity leave will soon be returning and two new starters have joined the practice as salaried GPs:-

Dr Clare Chappell
Dr Cyric Athappilly

Over the summer some very experienced locum GPs have been working at practice

Dr Amabelle White is leaving the practice and starting a family.

The Reception Team - have a member leaving to have a baby and are in the recruitment process.

During the summer a second year medical student has been with the team on a temporary basis and has found it extremely useful. She hopes to be able to join again each holiday as does a third year medical student from Birmingham University who has found the experience invaluable.

Administration - is losing a secretary at the end of October and are recruiting to fill the post.

IT - This Team is recruiting two more part time staff, it is a growth area.

Dispensary - have a new team member, Helen O'Dell

5 **Update from the Care Coordinator**

An update on the continuing work to be done with Carers Bucks was given LE who explained that Carers Bucks is part of a national organisation, Carers UK, which is a charitable body supporting carers throughout the UK who are referred to them.

The work being carried out with carers is progressing well and is expected to lead to accreditation.

Although self-referral is possible, referrals are ideally made through the Care Coordinator, Louise Ellis, this is to ensure that the person being cared for is matched correctly with their carer, continuity of care can be maintained, reducing the possibility of duplication and also gives the opportunity to highlight alternative support groups which may be appropriate, depending on the carer's individual needs.

Contact details for Care Bucks are in a separate attachment

6 **Management Team Update**

An in-depth review of the Management Team arrangement has been carried out by the Partners and a new structure has been put in place. It has been possible to reconfigure using the current staff, making more effective use of their skills. The new areas of responsibility are

Practice Manager	Morva Bonthorne
Patient Services Manager	Jennifer Laws
Clinical Quality Manager	Emma Hughes
Operations Manager	Fiona Walker
Business Manager	Debbie Ratu
HR Manager	Julie Anderson
Finance Manager	Jo Scott

The role of the Partners was also reviewed and in some areas they will be working directly with the managers

Executive Partner	Dr George Gavriel
Clinical Quality	Dr Vinesh Mistry
Patient Services	Dr Nic Stewart

The remaining Partners have other roles and are involved in mentoring salaried GPs.

7 **Lace Hill Update**

The plans are making slow progress and a written business case is nearing completion.

The District Valuer has been instructed with new plans and the preferred site is identified as Lace Hill

There are six options which are currently being worked through

- Do nothing
- Close the lists to new patients
- Build a new GP surgery on the BHT land
- Knock down and build a new HCC on BHT land
- Take surgeries only to Lace Hill
- Do all on a new site, an integrated care facility that fulfils all strategic objectives

Results from the District Valuer will go first to the CCG, it is hoped to hear before the New Year.

8 **Primary Care Network Update**

The PCN of which the Swan is a part comprises 7 Practices with approximately 68,000 patients.

Funding is available for the recruitment of both a Clinical Pharmacist and Social Prescriber/ Link worker which is currently taking place.

The PCN is currently looking at MTD working, the setting up of Community Clinics for Rheumatoid Arthritis and also other Research opportunities.

9 **PPG help for Flu Clinics**

The Practice is holding Flu Clinics in Buckingham Community Centre and Steeple Clayton Village Hall in October and November and has request help from the PPG members as has been done in the past. Assistance is required with the serving of tea and coffee and to answer any queries about the PPG. The the logistics for the events are being organised are being organised by Julie Anderson who has asked that all offers of help be sent to her at the email address below.

The dates are

Buckingham Community Centre

Saturday 12 October 2019 8.00am - 2.00pm

Saturday 9 November 2019 8.00am - 2.00pm

Steeple Clayton Village Hall

Tuesday 15 October 2019 8.00am - 2.00pm

Tuesday 19 November 2019 9.30am - 2.30pm

Anyone who can spare an hour or two or even longer should send an email to

admin.theswanpractice@nhs.net

Marking it for the attention of Julie ANDERSON.

PPG members are asked to encourage people to use the surgery to have their flu jabs rather than going to pharmacies.

10 **Any other Business and Date of next Meeting**

There being no further business the meeting was closed

The date of the next meeting is Tuesday 19 November 2019, 7.00pm at The Centre, Verney Close