



<b>Meeting</b>	Hove Medical Centre Patient Participating Group
<b>Date</b>	21 <sup>st</sup> May 2019
<b>Time</b>	18.30 – 20.00
<b>Location</b>	Waiting Room, Hove Medical Centre
<b>Chair</b>	Janette Seal
<b>Minute Taker</b>	Derick Shaw
<b>Attendees</b>	Dawn Barnett (DB), Myra Davidson (MD), Janet Davis (JD), Roger Kenward (RK), Margaret Ormerod (MO-1), Michael Ormerod (MO-2), Janette Seal (JS), Derick Shaw (DS), Nina Shaw (NS), Kathryn Skelton (KS)  Practice staff –Richard Gravestock (RG), Jill Weeks (JW), Collette Betts (CB)
<b>Apologies</b>	Joya Freestone (JF), Sneha Jain (SJ), Frank Le Duc (FL-D)  Practice staff – Dr Andy Mahony (ADM), Cheryl Pike (CP)

## Meeting Notes

### Welcome and Apologies

Apologies noted.

**Action**

### Confirm the Minutes of the Previous Meeting

The minutes of the last meeting on the 19<sup>th</sup> February 2019 were confirmed as accurate.

### Matters Arising from Previous Meeting

There were no matters arising.

### External Meeting Update

Janette Seal (JS) attended the PPG meeting on the 21<sup>st</sup> February 2019 at St. Richards and the feedback on Hove Medical Centre showed improvement.

Dawn Barnett (DB) updated the meeting with regard to Toad Hole Valley. The local Councillors are still pressing for a large medical facility to be included.

Derick Shaw (DS) had received from Healthwatch a survey regarding what local



people think of their health and care services. Unfortunately, the expiry date had now passed and other attendees unfortunately will not be able to partake. In future DS will forward any feedback or future surveys to Janette.

**Action**  
**DS**

One of the questions was 'Did people want to manage their own personal records held by different NHS services to ensure that they got the information they need'. This was of special interest to DS as he has had problems when dealing with BSUH in ensuring that they have Hove Medical Centre as his registered practice.

## **Practice Update**

Richard Gravestock (RG) gave an update at the Practice since the last meeting.

### **CQC**

Inspectors attended the Practice on the 27<sup>th</sup> March 2019 and their feedback was:

The inspectors felt the Practice didn't have sufficient evidence that actions from email alerts had been done. RG pointed out that the alerts are fully documented and distributed to the relevant staff. RG stated that the Practice receives lots of alerts and most were not applicable to the Practice.

The inspectors also felt more Emergency Drugs should be held. The GPs had made a decision not to hold these drugs but did not have it documented.

### **Premises**

The Partners have agreed for Haven Properties, a Development Company, to act as our preferred development partner in a search of alternative premises in the future.

Their role will be to create a proposal for potential local sites for the following Practices to be co-located in one building - Hove Medical Centre, Links Road, Benfield and HERE and they are looking at 4.5k square metres. Potential sites being considered are the far end of West Way and North of Sainsburys.

DB kindly agreed to meet with Haven Properties, should they wish, to discuss other potential sites in the City.

**DB**

### **Primary Care Networks (PCN)**

This consists of six surgeries in the West Hove area and comprising of 49,452 patients becoming a group. This could increase funding for those taking part and would give 100% funding for a social prescriber and 70% funding for a pharmacist. Future funding could be available for a paramedic practitioner, physio and physicians associate. We submitted our interested by the 15<sup>th</sup> May deadline and Practice agreement is to be submitted by the 30<sup>th</sup> June, with the network starting on the 1<sup>st</sup> July 2019.



## **Appointments**

**Action**

NHS England is expecting Practices to provide enhanced hours of 30 minutes per 1,000 patients outside of the 08.00 – 6.30pm window.

HMC are looking for PPG agreement for alternating Monday/Tuesday evenings and looking to do extended hours at other times. The PPG agreed. It was asked whether any sessions would be held on Saturdays. RG explained that he is looking to run out of hours clinics on Saturdays.

From the 1<sup>st</sup> July NHSE want 25% of appointments to be available on-line, which would work against our same day appointment system. We are experimenting with same day on-line appointments and RG requested that the PPG members should give it a trial run.

**ALL**

Same day on-line appointments for late morning are available up to 9.30am, after which the staff can utilise them for other patients.

Same day on-line appointments for late afternoon are available up to 2.00pm, after which the staff can utilise them for other patients.

## **Staffing**

Dr. Mills steps down as a partner at the end of June but will come back as a salaried GP in August and working two days a week.

The Practice is looking to recruit a replacement partner.

Dr. Stefano Capozzi is completing further studies and will remain at the Practice until October.

Dr. Ruth Skipper joined on the 21<sup>st</sup> May 2019 as a new registrar.

Dr. Dominique Rouse has joined the Practice as a first year registrar.

Emily Skinner started on the 20<sup>th</sup> May 2019 as a student paramedic practitioner for 8 weeks.

Julie has now left and Jodie has reduced her hours. Mia Sevcova will be going on maternity leave. RG said that they had tried recruiting for 40-50 hours of admin/reception staff and shortlisted 8 applicants – 7 subsequently withdrew and one person was interviewed and was offered the job but declined.

A member of staff is currently on long term sick due to a hip operation – currently off for 6 weeks and is expected to be away for a further 5 weeks .



## **Any Other Business**

## **Action**

RG said that a request had been received through Friends and Family patient feedback about a water facility to be made available in the waiting area in the surgery. Patients who requested a drink of water could ask the reception area for a drink.

A discussion followed highlighting the problems in accommodating the request as it would involve having a direct supply of water or the cost of renting a bottled water system. The PPG unanimously agreed that this was not necessary.

The date and time for the next meeting was agreed:

Tuesday 17th September 2019

Future meeting dates:

- 26th November 2019