



Minutes of the Meeting held on
Tuesday 13th September 2016
At the Deepings Practice

Present: Mrs Margaret Parkinson (Chair), Mr Jim Winstone (Vice Chair), Mrs Daphne Harrison (Secretary), Mrs Heather Purlant (Treasurer), Mrs Jennifer Blake, Mrs Marion Brown, Mrs Janet Quinn, Mrs Pat Talbot, Mr David Wragg.
Mrs Helen Perkins - co-opted member
Dr K Rigg and Mrs Jo Kevan – The Deepings Practice

Also present were Volunteer Drivers, Graham Harris, Kate Osborne, David Scott, Margaret Scott and Geoff Whittle.

1. Chair Person's opening remarks

The Chair opened the meeting and welcomed all those present.

2. Apologies: Mrs Sybil Hopkins; Ms Jackie Wright – The Deepings Practice

3. Mr Nick Blake – Head of Transformation CCG

Working out of the Aventus offices in Market Deeping Nick is involved in a range of health care issues. Working together with GPs assessing and introducing change in services; redesign of Doctors care; buying new services; writing specifications for contracts; improving the flow of blockages in hospitals; assessing financial implication of referrals to hospitals and finding alternative solutions. The committee enjoyed his presentation which was both informative and interesting. The Chair thanked Nick for giving his time to attend our meeting.

4. Minutes of the last meeting

The minutes of the last meeting held on Tuesday 12 July 2016 were agreed.

Proposed by Mr David Wragg and seconded by Mrs Jennifer Blake

5. Matters Arising

Dr Rigg reported that Dr Thomas was making steady progress and would be following up appointments with specialists during the next few weeks. He thanked everyone both in the practice and the wider community for both the practical support received and for all the best wishes.

Proposed by Mrs Heather Purlant and seconded by Mrs Janet Quinn

6. Treasurer's Report

The Treasurer reported that the main account stood at £448.27 and the car scheme account at £5,472.41. The car scheme account had received the County Council's contribution to the car scheme and a cheque had been sent to the company providing the Flexiroute computer programme. Therefore the true figure in the car scheme account stood at £218.41.

Proposed by Mrs Janet Quinn and seconded by Mrs Marion Brown.

7/8. Car Scheme Report/ working group report

See Annex A.

9. Annual General Meeting

The secretary reminded the committee that at the AGM members and the officers of the committee stand down and would be eligible for re-election. She would be seeking confirmation from members that they wished to continue.

10. Building Development Group.

Work is underway. Diggers are in evidence and ground clearance has started. There is disruption to parking but mainly to the staff car park. Work will continue over the next few months. Work inside the building is expected to commence in October.

11. PPG Objectives – flu clinic.

The dates for the flu clinics were confirmed as 8th and 22nd October 2016. The secretary would be drawing up a rota for those who could spare time to help.

12. Practice Update.

Appointments - Dr Liz Daniels due to commence in February 2017; actively seeking a Deputy Senior Nurse; senior reception appointed – a job share position.

12. Any other Business

Jo Kevan was asked to give a brief update on the Alliance. She explained that the setting up process was taking longer than expected. That the legal process and checks were nearing completion and it was expected that the papers would be signed in the near future.

A member of the group wanted to put on record their thanks for the support that Senior Nurse Judy Yarham had given in supporting a patient in need of help after being discharged from hospital without follow up care.

13. Date of next meeting: Tuesday 8th November 2016 at 2.00 p.m. at the Deepings Practice.

There being no other business the meeting closed at 3.12 p.m.

Annex A.

The Car Scheme Working Group report 13 September 2016

6th July 2016

1. An unscheduled meeting of the committee was called to discuss the future of the car scheme. All agreed that the car scheme was a great loss to the patients of the practice and various proposals were put forward. The County Council had suspended the insurance and therefore the car scheme and required a named co-ordinator before the scheme could be reinstated. Because of the need for a named permanent co-ordinator of the car scheme the following was proposed.

That the car scheme remain suspended and to commit to re-launching as soon as possible. That the Co-ordinator's Code of Conduct be revised. To look at and improve the advertising for a Co-ordinator. How to advertise and how wide spread. Devise a new advert to include reference to the new computer software and to get an appointment made as soon as possible.

Proposed by Mrs Daphne Harrison and seconded by Mrs Heather Purllant.

2. A working group of four volunteers comprising of Mrs Margaret Parkinson, Mr Jim Winstone, Mrs Daphne Harrison and Miss Jackie Wright were to move the proposal forward with a view to reinstating the car scheme as soon as possible.
3. Between 6th July and 13 September 2016 the working group has met 7 times plus a visit to Grantham Community Car Scheme.
 - a. The Code of Conduct has been amended with input from the committee to reflect the role in a less formal manner. It is now called Roles and Responsibilities.
 - b. Margaret, Jim and Daphne visited Grantham on the 27 July. It is a very well run car scheme – much larger than Deeping – with an office to work out of. They are a community car scheme and carry out journeys other than of a medical nature and cover a wider area and number of patient. They are funded by various organisations and raise funds themselves by charging 50 pence per mile 45 pence of which goes to the driver's expenses and 5 pence into funding the operation. They also carry out contract work which brings in an income. The funds pay for the office accommodation which is a tiny room rented from a hospice. They also fund two computers, telephone connections, stationery, printing and miscellaneous office essentials.

We had mixed views about how we could run a similar set up and whilst it may be a vision for the future it was not a practical way forward for the Deeping scheme at this time.

However, it was very interesting to see how they worked and handled paper work. They have three volunteers working a rota 3 mornings a week and are strict with the 9.00 to 12.00 timings using the answer machine to pick up calls when the next person is in. They also have temporary stand by cover should two of them for whatever reason not be available.

An informative morning.

- c. The advert was redrafted and a distribution list drawn up. The committee were sent this and asked for further suggestions for the list which were incorporated. The advert was distributed far and wide and an offer to include the advert in the local town and

village advertiser was gratefully accepted. Posters were circulated and the vacancy on the white board in the surgery.

We had a very good response of eight interested parties. Four of which dropped out initially, various reasons – looking for paid work, not competent on computer, concerned about family commitment – were given. Of the other four three have been invited to an informal meeting tomorrow 14th September 2016. One person is on holiday and we will be making arrangements to see them as soon as possible upon their return.

A further update will be given at the next meeting.

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