Present: (Apologies: R Wilson and D Kennedy)

PPG members

Steven King (SK)

Rosemary Rodgers (RR)

Russell Longson (RL)

Mary-Ann Munford (MM)

Graeme Potter (GP)

Coral Tranter (CT)

Surgery Staff

Leanne Smith, Social Prescriber (LS)

Carol Banham, Asst Practice Manager(CB)

Karen Slater, Practice Manager (KS)

|  |  |  |
| --- | --- | --- |
|  |  | Action |
| All | Introductions |  |
| KS | Explained this is PPG meeting facilitated by the surgery. Agreed surgery member of senior staff will attend each meeting regardless of venue, but facilities will always be made available at the surgery if preferred. |  |
| All | Terms of Reference accepted |  |
| All | Confidentiality Agreements signed by members |  |
| CB & KS | Surgery statistics:  9485 registered patients (>65 years = 2500)  3 Partners, (2.5 WTE) 2 Salaried GPs (1 WTE), 2 Registrars  *(note after meeting, 1 Nurse Practitioner, 4 Practice Nurses)*  No GP positions advertised at the moment  PPG approx. 50 people, (majority virtual) |  |
| KS | Discussion about BMA guidelines for safe numbers (clinically). Session, 4 hr 10min, ratio 3:1 clinical.  GPs seeing 16 – 21 pts per session.  Dr Kamlow reduced to 4 sessions per week  Service provision is safe within parameters  Space confines extra clinicians  Staff currently hot-desk – only make room for PCN services this way e.g. |  |
| All  All  MM  CB  All | Discussion ongoing possibilities. Noted (surgery) building assessed as unfit for purpose. Discussed options phase and noted 5 proposed sites. Noted to members 2 preferable options and discussions about pros and cons. Explained plans are with ICB and we are waiting for further information.  Discussion about bureaucracy need in NHS e.g. procurement rules surgery must follow as money for funding is public money and must be spent appropriately.  SK Noted Burnham Ramblers trying to sell land – KS: may be one of the sites described earlier ? size  Reminded members that CCG had previously agreed to bring secondary care to the village via videolink. This has not been acted on.  Noted to group increase in rental fee for Burnham Clinic. Means surgery can no longer use room there and have moved MSK and midwife back to surgery. Comments made re NHS upping rent on their own buildings  ***Note after meeting: that most cases NHS only ‘own’ the lease, property owners increase rental costs***  Enquired if ex-partners would invest in new building – advised no, as not in their interest to. | KS to check |
| MM  KS | Railway Station would be ideal but again has leasing issues.  Question if there are any other properties in Burnham donated to the community – none known | KS to discuss at PCN board meeting if funds available |
| All | Discussion about role of virtual PPG – should enhance the smaller group. Agreed for minutes to be distributed to all with request to reply back with comments about services available |  |
| RR | Research request from Peter Blackman, SWF PPG. Warwick University student prepared questionnaires to survey clinic needs for our PCN.  ***Note after meeting: links to questionnaires have been shared on village/town Facebook groups*** | KS to request further info at PCN board meeting |
| RR | RR acting chairperson until roles are decided by members.  Group requires Chairperson, Secretary and ‘reporter’ for entry to Burnham Focus editions. | PPG members, outside of meeting |
| MM  KS | MM offered to write bulletins for Focus. Agreed best to take pattern of complaints/comments from patients to the surgery and advise generally on issues e.g. telephone system | MM and KS meet to discuss entry for next edition |
| AOB | | |
| CB | Advised about upcoming Covid-19 vaccination clinics and the cohorts that will be offered opportunity to have at the surgery. |  |
| LS | Request help to ‘spread the word’ about Community in a Cup – first meeting coming up, facilitated by the Vicar of Burnham URC |  |