

Notes from: WSPMA Committee Meeting 12th April 2011 at St Lawrence Surgery
 Those present: JW, KS, JG, JH, LC, KH, TB, PS, MP
 Chair: JW
 Visitor Shadowing JW: Ayisha
 Apologies: TO & PA

Minutes of Meeting March 8th

- Members now at 105, JH to advise of any practices not members and target them individually.
- Patient involvement road shows had received positive feedback. Federation had expressed their thanks for WSPMA involvement. May need to consider doing more road shows to support the new DES. PMG have the net builder in house survey tool which is excellent for PPG surveys. Group expressed their interest in perhaps all practices in West Sx having this, however Nigel Marter had opposed Worthing practices in the past year having this because net builder did not have IPSOC accreditation. His view was that the company had to have internet access and would need a link via the practice, and therefore governance issues were not met. LC will contact Clair Conley from net builder to ascertain if they have since received IPSOC approval? LC will feed back to JW and if required JW will approach Howard Lewis to try and gain support for county wide system and approval from Sx HIS. Net builder have offered to do the evaluation at the conference for us.
- All representatives confirmed that their localities had re-elected them. Committee members wish to re stand as follows:
 Chair – Jo Wadey
 Secretary – Karen Sallis (Jill Grey agreed to help with the minutes)
 Treasurer – Liz Coulthard
 Membership - Julia Hannaford
 Vice-Chair – Tracy Osborne (TBC)
 Communications – Perry Anderson (TBC)
 Members to be re-elected at the AGM on June 16th
- JW expressed importance of having WSPMA North & South Federation links. Jodie Olliver is the new rep from Arun and sits on South Federation Board. The North does not have one overarching board and the three areas are covered by WSPMA members: PA, MP & PS. The three PM's were asked to re-affirm with chairs of each locality that they are the link into WSPMA.
- LC has received two payments one from November & one from December totally nearly £7000, confirmation required as to which years budget this is paid from.
- Room usage, KH advised that service charge figures have been submitted to time to talk, LMC have given support to practices, this matter is on going.
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JH

LC

**PA,MP
& PS**

Patient Experience Road Shows

In addition to that covered above.
 Need to ask education committee how to squeeze in more – LC happy to be involved with training, has developed a 2hr workshop, which have gone quite well.

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| <p>PPG DES is not just about forming PPG's it's more about public engagement and how to do the surveys. Howard Lewis & Sue Pumphrey have asked JW & PA to attend a scoping meeting in May. LC & KS also to attend. There is quite a pressure to get everything done re the DES April/Aug - Setting up patient groups Sept/Oct - Compile survey/with patient group input Nov/Dec – Surveys carried out Jan - Analysis of surveys and discuss results with Patient Group 31st March – Reports to be published (no funding if deadline missed) Suggestion that WSPMA members send an email to their locality to advise managers that working on this to support you. Rather than re-inventing data bases we may be able to use My NHS West Sussex, the PCT data base already established, and whether they have the capacity to do the surveys. JG will check with Vinney whether that database holds information as to whether the patients have a disability and ethnicity; this would ensure practices reach a broad spectrum of patients.</p> | <p>All</p> <p>JG</p> |
| <p>Education & Training CQC Lunch & Learn 60 booked – 3 sponsors obtained. Insight solutions QOF 26th May – is this am or pm? and no venue yet, suggest may be book Cisswood house as CQC in Chichester may be do something towards north of county? L&L's are still free, but depending on financial position and budget allocation this year, may have to consider charging in the future. KH happy to be involved in education and training meetings to replace LC, however they tend to meet virtually at the moment. Doctors in Crisis – not sure if workshops or lunch and learn. 2 hour sessions so likely to be a lunch & learn. Start in July, then Sept, Oct & Nov. One in each area. Suggestion to do something at the conference to introduce the concept.</p> | <p>KS & TO</p> |
| <p>Treasurer's Report No treasurers report as such, hopeful for new budget for April. Treasurer's report will be ready for AGM this will be a 9 month year. JW to email LW to ascertain which budget the monies received have come from and confirmation required of how much budget for this year. JW found an email which appears that the monies received are for last year and therefore only need to approach LW re how much this years budget will be.</p> | <p>JW</p> |
| <p>Conference KS confirmed Jo Ward from CQC will be doing a workshop. IQ would be asked to run a half day session in the Autumn, which they could promote at the conference if they still have a stand. Also discuss with them the possibility of WSPMA buying a package from them at preferential rates to assist with CQC. Suggestion the third workshop was around the new DES's. Agreed to ask Tracy Amatt if the LMC would like to do an Overview of the PPG Des, LC will discuss with her and feedback. Once confirmed, Flyer will need to go out asap. <i>Conference Checklist</i> Time of arrival 8.00am for WSPMA committee. Reps can arrive from 7.30am TB will meet and greet reps with LC AGM – JW introduce, and members will cover their own reports.</p> | <p>MP</p> |

No membership stand required as targeted individually this year.
Meet & Greet stand TB & JH
Flyers – MP
Guests & flyer letter to go out - LC
Alter flyer to make the room booking larger – MP
Labels – MP
Compile delegate numbers list - MP
Agreed to invite following guests; Amanda Fadero, Steven Pollock, Alison Hempstead, Katie, Minseh, Ammett, Simon Dean, Andrew Foukes.
Invite Tracey Amatt & Dr Richard Brown and invite Geraldine with offer of a stand.
KSS deanery – possible stand – JW will ask Glynn. (£100) max 2 x delegates.
Brighton University – JW will ask Jim Price ? whether want a stand to promote education and development at the university reduced price stand.
Champagne draw –Yes
Hotel Visit JH will go with LC.
Projectors x 4 required – JG, TB, PS & PA (TBC), maybe LC if has one by then. Also need 4 x laptops.
Presents – PS
Delegate packs – Green folders - JG
KS will check if any fees payable for CQC.
Agreed to offer £150 to Barbara Pointon + costs for room & dinner, the £150 could be as a donation to her chosen charity.
JW to confirm how much for Marilyn Eveleigh ?£200
Workshop cards – KH
Workshop notices – PS
LC to ask hotel for paper and pencils as not sure reps can provide
Agenda/Flyer – KS
Profiles for workshop - MP
Everything to go in packs to be emailed to JG for printing, includes AGM papers, treasurers report.
Would be nice to include in packs who each committee member is and their roles, plus Objectives of WSPMA, slogan and website etc TB agreed to do.

All agreed happy for net builders to carry out the evaluation survey but suggest a paper backup in case required – LC
Dinner - 7.30am for 8.00am

Next meeting 18th May 8.30am at St Lawrence.
Following Meeting 20th July 8.30am.