

**ADDINGHAM MEDICAL CENTRE,  
151A MAIN STREET,  
ADDINGHAM,  
LS29 0LZ**

**PATIENTS PARTICIPATION GROUP.  
The Minutes of the meeting held on 16<sup>th</sup> July 2018.**

Present: - Chris Acomb, Carole Armitage, Ann Bacon, James Bloomer, Alan Davies, Barbara Haigh (Secretary/Treasurer), Lizzie Lister (Practice Manager), Margaret Norris (Chairperson), Shirley Twigg, Vicki Wells.

Dr Adil Suleman, Dr Andrew Bearpark.

Apologies: - Eve Atkins, Emma Roberts, Rachael Sharples, Melanie Taylor.

Minutes of the last meeting.

All members agree that the Minutes of the last meeting (held on April 16<sup>th</sup>, 2018) were a true record.

Matters arising.

The May event was a success the 'sign in 'sheet had 38 names, however many did not sign. The bill for the hire of the Memorial Hall was £63.30 for two and a half hours. Last year was £49.20 but only hired for two hours. Margaret stated she had thought next time to use the Methodist Church Hall, the problem was only a small amount of parking spaces available. After some discussion, it was agreed that Margaret enquire if any funding would be available from the Gala Committee. Once we know the date of our next event if we could hire the Memorial Hall at possibly a reduced fee. We will again apply to Addingham Beer Festival when the time comes.

Network.

No communication has been received about further meetings etc.

Treasurers report.

Barbara reported that the Bank balance is £145.73.

GDPR.

Below is the report from Lizzie (Practice manager).

The General Data Protection Regulations (GDPR) is a new law that came into effect on 25<sup>th</sup> May 2018 that determines how your personal data is processed, kept safe and advises you of the legal rights you have in relation to your own data. These regulations supersede the Data Protection Act. It is similar to the Data Protection Act (which the practice already complies with) but strengthens many of the DPA's principles.

Please familiarise yourself with the GDPR section of the Addingham Medical Centre website and the Privacy Notice.

We can no longer charge patients or third parties for providing copies of medical records (SARs - subject access requests). Many solicitors are requesting copies of FULL medical records for insurance purposes for writing reports when full medical records are not required for the purpose of the report. This should be submitted under an AMRA (Access to Medical Records) and patients are consenting to provide information for their entire medical records without realising.

Options are:

1) Patients to have online access to your full medical records. You can then liaise directly with your solicitor/insurance company and have control of what is released to them. You will need to bring in Photo ID and complete and sign an application form in order to activate this service.

OR

2) We can provide you with a full copy of your medical records (electronic records will be saved to disc and paper records will be photocopied) which you will need to collect from the practice in person. It is then entirely your decision as to whether you give your medical records to the insurance company in full or not. You will also need to bring a form of photo ID when collecting your medical records.

OR

3) Alternatively, you can ask your solicitor or insurer to request a GP report from the practice which will only cover information in your record that is relevant to your application. Medical reports also exclude some information, such as genetic test results and certain information about sexually transmitted infections.

#### WACA. And Surgery up date.

Below is the report from Lizzie (Practice manager).

- Wharfedale, Airedale & Craven Alliance (WACA) is a tightly-knit federation of eight independent, innovative GP practices (Addingham, Grange Park, Ilkley and Wharfedale, IG Medical, Ling House, North Street, Dyneley, and Townhead) covering a population of 72,000 patients.
- WACA is a provider organisation and aims to both represent and facilitate general practice at scale to our member practices, whilst maintaining our individuality. We have remained independent and have not merged!
- Patients will not see a change in the day to day running of the practice, but Dr Suleman and Lizzie will be involved in more meetings.
- WACA are currently involved in project work including providing Extended Access cover (6.30 pm - 8.00 pm Monday to Friday and Saturday morning) and Addingham Medical Centre will be working collaboratively with WACA practices to provide this service. We already provide an additional 30 mins of GP access for every 1000 of their registered patients (outside of the core hours of 8am-18:30hrs). We are planning to extend this provision from 1<sup>st</sup> October 2018 to a total of 1 hour per 1000 registered patients. We are doing this as a partnership/collaboration with other local providers (AWC Modality Division) to provide system-wide extended access across the entire AWC patch. Appointments are defined as scheduled slots (either face to face or via telephone) with a GP, nurse or other member of general practice staff providing routine, direct patient care. Appointments must be pre-bookable and extended access means that these appointments must be available outside of core hours. The Model for this service has yet to be finalised.

#### Surgery Update.

- Dr Andrew Bearpark - to be made Partner. We are currently drawing up the paperwork and will let PPG know when this comes into effect
- Dr Katherine Spiller will be increasing to two sessions a week with effect from September (Tuesday and Thursdays starting at 09.30).
- Liz Greenbank, Community Matron, is retiring wef 5<sup>th</sup> August 2018. Julie Page is her successor (currently Community Matron for Grange Park Surgery and Ilkley and Wharfedale) and will start with us early September 2018.

- Philippa Crane, Receptionist/Administrator, retiring 24<sup>th</sup> August 2018
- Sally Procter, Receptionist, started 16<sup>th</sup> July 2018
- Nicola Curtis, Receptionist/Administrator starting 10<sup>th</sup> September 2018
- Kathryn Smith, HR Advisor to all WACA practices started 4<sup>th</sup> June 2018 and her base is in Addingham Medical Centre
- We have commissioned a new service, Physio 1st and have Gabriel Sido, Physio, providing acute physio service on a Thursday afternoon for patients who have an acute musculoskeletal problem. Patients to book in via Reception and do not need a GP referral.
- We are hoping to Commission a Social Prescriber in the practice. This person will support and empower a patient over the age of 18 who has multiple chronic illnesses and/ or has any unmet psychosocial needs with the knowledge and skills to help manage their own health & wellbeing to the best of their ability.

Here's the link for NHS choices and I'd be grateful if any PPG members have any positive comments that they could put a review on for us for Addingham.

<https://www.nhs.uk/Services/GP/LeaveReview/DefaultView.aspx?id=44671>

#### Patients Survey.

It has been a few years since the last survey was produced, Lizzie and Margaret are preparing a draft to be finalised after our next meeting.

#### PPG role in the Practice.

This item was postponed until the next meeting.

#### Display in reception.

It was agreed after the summer holidays, subject winter health display, e.g. Flu vaccination, coughs, colds etc.

#### Draft Constitution.

All members agreed this should now be adopted.

#### Any other business.

- Margaret stated she was willing to stand again as Chairperson from the AGM, unless any member would take on the position. The meeting unanimously agreed Margaret should continue from the AGM. Lizzie thanked Margaret for all the work she had done. Lizzie also thanked Barbara for her work as Secretary/Treasurer.
- Lizzie stated the PPG notice board needs to be replaced, at a cost of around £60. It was agreed to delay this until possibly we could find more funding.
- A question was raised about the subscription to N.A.P.P. (National Association for Patients Participation). It was agreed as a group we do not benefit from the organisation, it was therefore decided when the renewal is due in October to cancel.

#### **DATE OF THE NEXT MEETING.**

**MONDAY OCTOBER 15<sup>th</sup> @7pm**