

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

Notes of the Informal Meeting of the Shadow Board of the Gosport Primary Care Group held on 15th December 1998

Present: Dr J Barton (Chair)
 Dr J Bassett
 Mrs J Charman
 Dr J Grocock
 Mr C Hardy
 Dr W Harrison
 Mr J Kirtley
 Dr D Lynch
 Dr R Pennells
 Mrs R Pockley
 Mrs L Ross
 Dr D Young

No	Discussion	Action
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1 Introduction and Welcome

All members were welcomed to the first meeting of the Shadow Board. Members of the Board introduced themselves.

2. Chair.

It was noted that the Health Authority had confirmed the appointment of PCG Chairs at its November meeting. Dr Barton was confirmed as Chair of the Gosport PCG. She took the chair for this and subsequent meetings.

3. Nurse Representation.

Mrs Ross tabled a briefing note outlining the process and programme for two nurses to join the Board. Nominations are currently being sought. It is anticipated that the names of the two nurses to join the Board will be determined by the 26th January 1999.

It was noted that Mrs Ross will provide an input to the Board on nursing matters, until the two nursing representatives are appointed.

It was noted that a range of Primary and Community Care nurses in Gosport had attended a number of briefing and development sessions as part of the process of determining nominations. It was also noted that there is likely to be a structure developed for nursing representatives to consult and brief their colleagues.

4. **Clinical Governance Lead.**

Dr Barton outlined, for the Board, how arrangements for clinical governance were being developed. She set out background to the involvement of Dr Warner in taking a lead role in this area.

It was agreed that Dr Warner should take a lead role in clinical governance, reporting to the Chair.

It was also noted that Dr Warner would be approaching individual practices to nominate their lead, and that there would be links established with the representative group of nurses.

5. **Draft Constitution.**

The Draft Constitution approved by the Health Authority was received. It was noted the Draft provides opportunities in a number of areas to set out points relating specifically to the Gosport PCG. Mr Kirtley confirmed that he and Mr Hardy would be considering a number of areas where further emphasis could be placed on the collaborative and contributory nature of Health and Social Services.

It was agreed that any proposed amendments or additions to the Constitution should be sent to Mr Kirtley by the 4th January 1999. Mr Kirtley agreed to provide a revised draft, following comments from all members.

All

6. **Draft Role Specifications.**

Draft role specifications for the Chair, Board members, Lay member and Chief Officer were discussed.

It was noted that the Board member specification was common to all members of the Board and that the Lay member specification had been prepared in addition to this, as part of the process of recruiting to this new role.

Mrs Charman asked about selecting issues to be discussed at the Board. Following an article in Health Check, she had been approached by a number of Rowner residents concerning individual aspects of NHS services. In general terms it was agreed that Board discussion should be limited to issues affecting a full service, or provision for the population as a whole. It was noted that Dr Barton and Mr Kirtley would be happy to provide advice to Mrs Charman about how any particular issues relating to individual patients, should best be pursued.

There was also discussion concerning the period of appointment of Board members. It was noted that the PCG Chair has specifically been appointed for three years. Mr Kirtley said that the National guidance referred to the period of office of Board

members as being normally three years. He added that consideration had been given to some Board members serving initially for two years, to avoid problems in continuity of Board membership. It was noted that confirmation of Board members tenure would be finalised prior to April 1999 and that this would be no less than two years.

Mr Kirtley also confirmed that National guidance did not preclude individual Board members being re-appointed for more than one term.

It was noted that, given different practice arrangements, there was likely to be variability in the amount of time individual GP Board members could devote to Board work. It was noted that remuneration on a sessional basis may provide a means for ensuring that those GPs who were able to provide additional input could be remunerated.

It was noted that the Steering Group of representatives from each GP practice had been working together for some time and that a number of GPs has agreed to take the lead in areas which were responsibilities of the PCG. Examples were quoted in areas such as Dr. Lynch leading on the Health Improvement Programme, Dr Young in matters relating to the War Memorial Hospital, Dr Grocock, winter pressures and workload management, and Dr Bassett in relation to prescribing.

7. Community Health Council.

The important role of the Community Health Council in representing public views on services and priorities for development was discussed. It was noted there are well established links with the CHC; the CHC is also reviewing how it may reorganise its own arrangements to align with the roles which PCG's are adopting.

Board members expressed a desire to ensure that the CHC was offered an opportunity to contribute to PCG meetings, on the same basis as currently operates for Health Authority meetings.

8. National Guidance.

Mr Kirtley distributed copies of the recent guidance relating to the functions and responsibilities of PCG's. It was noted that this recent guidance has been reviewed by the Health Authority and that work was already underway in a number of these key areas, including the Health Improvement Programme. The key role of the Health Improvement Programme in setting priorities and work programmes for the PCG over the coming year was discussed. It was agreed this should feature as a key agenda item for the next Board meeting.

It was agreed that Dr J Hildebrand should be invited to the next meeting, to present a summary of key elements of the Health Improvement Programme and lead discussion on how the PCG should take forward work on priorities in Gosport. Dr Hildebrand is the Health Authority's Consultant in Public Health Medicine linking with and supporting the Fareham and Gosport PCG's.

Copies of the final draft of the HIMP were distributed to those Board members who had not previously received a copy.

9. **Health Exchange Simulation Event.**

The purpose and arrangements for this event were discussed. Board members were keen to participate, but noted that only eight places were available. It was agreed to divide the places broadly between GPs and other members of the Board.

The following eight members agreed to participate:-

Dr J Barton
Mrs J Charman
Mr C Hardy
Dr D Lynch
Mr J Kirtley
Dr R Pennells
Mrs R Ross
Dr D Young

Post Meeting Note. Mrs Charman is unable to attend this event. It is hoped that another Board member will be able to take this place.

10. **Arrangements for Future Meetings.** It was agreed that meetings should take place between 1p.m - 3p.m. However, some members expressed difficulty with this time and it was agreed to keep this under review.

It was also agreed to reserve a monthly date for future meetings. It was agreed that the dates for meetings should be reserved on the 3rd Thursday of the month.

Mr Kirtley agreed to distribute a list of these dates for 1999 (attached).

11. **Wound Care.**

An outline of a joint initiative covering Fareham and Gosport was presented by Mrs Ross. This involves Prescribing Advisers and Nursing Home staff, Practice Managers and District Nurses aiming to improve the quality of wound care and ensuring cost effective prescribing.

11. **Information and IT.**

Dr Pennells raised this subject, summarising some of the key points arising from the District wide session held on the 27th November 1998, which had initiated a review of how developments in this area should be planned.

Mr Kirtley referred to the role of the Information Analyst post within the Management Structure supporting the PCG. He said he would be meeting the person appointed to this role in early January with a view to agreeing that she would visit practices throughout the PCG in order to establish a baseline on how practices are currently using their existing systems, and how information is being collected and used. This would then inform further work on developing IT provision for the PCG. It was noted that there are several elements to this: use of IT within practices, exchange of information between practices, and links to providers of Secondary Care.

12. **Royal Hospital Haslar.**

Mr Kirtley distributed copies of a joint press release from the Defence Secondary Care Agency and the Health Authority, which had been produced the previous day in association with the announcement concerning the future of Haslar. He also outlined the service planning which the Health Authority would be undertaking together with Portsmouth Hospitals Trust and the Royal Hospital Haslar to establish the pattern of provision of future services for the civilian population of Gosport.

Discussion also took place concerning paediatric services at Haslar Hospital. It was noted that further discussion are underway between the Health Authority and Haslar to agree how best paediatric services can be provided between Portsmouth Hospitals and Haslar. It was noted that when these discussions and agreements are completed, a letter would be sent from the Health Authority to all GPs outlining any agreed revisions in referral arrangements.

13. **Next meeting.**

It was agreed the next meeting would take place at **1p.m. on Thursday 21st January 1999**. The venue will be confirmed. The Seminar room at Gosport War Memorial Hospital will be booked if available. If the War Memorial Hospital is not available, the Borough Council will be approached to see if a meeting room there can be booked.

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Gosport Primary Care Group

Meeting Dates for 1999

Dates Reserved as follows:-

Thursday	Date	Venue
	January 21st	Seminar Room Gosport War Memorial (Time for this meeting only 1.15p.m - 3.15p.m.)
	February 18th	Seminar Room Gosport War Memorial
	March 18th	Seminar Room Gosport War Memorial
	April 15th	Seminar Room Gosport War Memorial
	May 20th	Seminar Room Gosport War Memorial
	June 17th	To be confirmed
	July 15th	Seminar Room Gosport War Memorial
	August 19th	Seminar Room Gosport War Memorial
	September 16th	To be confirmed
	October 21st	To be confirmed
	November 18th	Seminar Room Gosport War Memorial
	December 16th	Seminar Room Gosport War Memorial

All meetings with commence at 1p.m. through to 3 p.m.