
Minutes

Present: Jeanette George (JG) – NHS North Somerset (Chair)
Becky Pollard (BP) – NHS North Somerset
Cath Williams (CW) – NHS North Somerset
Jane Bryant (JB) – NHS North Somerset (Note Taker)
Dick Whittington (for Georgie Bigg) – NS LINKs
Paul Robinson (PR) - WVMP Consultation Reference Group
D Parkes – WVMP Consultation Reference Group

Apologies: Barbara Hardy, Penny Hynds, Brenden Hill, Richard Darling, Georgie Biggs, Julie Clatworthy, Mary Hutton

1 Minutes Action

No corrections.

2 Matters Arising
Covered by the agenda

3 Action Plan:

1. MH and BH liaising, some info has already been provided.
2. Continues - newsletter and leaflet will continue to promote – possibly target. DW to canvas LINK and PCT. Involve P Group. **DW**
3. Done
4. Done
5. On agenda
6. CRG decided not to
7. Done
8. Newsletter done
9. On agenda
10. On agenda

4 Consultation Reference Group

- a) ToR – agreed. Rurals group was discussed; their views may feed in to the process. There was concern about the Rurals group holding a closed meeting. JG explained the reason as the need for the existing group to review their ToR and debate its future. The PCT supports the group but doesn't lead it. DW confirmed the meeting was successful. BP expressed an interest in the role of the group. DW identified patient transport and patient choice as issues for the future. It was agreed that when the final adjustments had been made to the ToR

they will be signed off via email.

- b) DP reported on CRG feedback. Page 25 – statement on the return being low is not benchmarked and a couple of typos. DW confirmed the report as factual and helpful. It's not a statistical report, it's to ensure the business case takes into account the public views. BP advised caution in relation to the quantitative data as this group may not be totally representative of the population. JG confirmed this info – will inform the business case.
 - c) In conclusion the CRG offered their endorsement of the document as a “balanced and comprehensive report that provides a sound basis for decision making” .(DW CRG June 2010) **JB**
- DW – asterisk page 23. JB to action.

5 Project Team Report

The latest project plan was presented and discussed

JB

6 BH update

Written update on the BC progress:

1. DV valuations on both current premises completed
2. Practice have appointed GVA Grimley to undertake an up to date detailed current condition surveys of both premises including bringing to NHS Estate Code B (full statutory compliance with DDA, Health & Safety etc.) we need this for the "do minimum option" which is measured against bringing premises to Condition B as the minimum acceptable standard.
3. Grimleys are also working with the practice on the Schedules of Accommodation for the other options.
4. Grimleys are being engaged by the practice to review and update the site appraisal.
5. The practice has started the drafting of the detailed business case and is still on target to present a draft to the PCT by the end of July.
6. The Community Network Event is planned during the week of the 19th July. The invite letter is expected to go out to the registered people by the end of this week.
7. Timeline: - End of July:
 - We will have held Community Network event where we will have shared the long list of options and reduced to a shortlist measured up against the benefit criteria.
 - We will have presented and discussed issues with the Project Board and informally with the PCT Board the likely preferred option subject to any remaining assurances required.
 - We will have a good initial draft of the Business Case

September

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- Final version of Business Case with costed preferred option will be presented to the Project Board for consideration and then to PCT Board for approval. Following this the Practice would then go out to procurement. This is not a Business Case issue.

The board discussed the project plan and specifically noted the following events :

Community Network event 19/20 July;
Project Board 22 July;
Board seminar discussion 28 July.

BH

There was a discussion about communication with the practice. The view is that they are working on getting the detail right and will be involved with the community network events.

JB

PR feels the consultation report will reassure the public. JB to confirm September Project Board with BH,.

**JB
BH**

ToR – JB to share suggestions for amendment made today and at the CRG with BH. BH to get sign off by email.

7 Health Overview & Scrutiny Committee

HOSP – JB explained the HOSC's role in considering the Consultation Report. This is to review the way that the consultation has been undertaken and to consider the consultation document and process The HOSP next meets on 8th of July when the Consultation Report will be presented. JG and JB will be attending for the PCT.

**JB
JG**

8 Consultation Report

Both the Consultation Reference Group and the Project Board have reviewed the consultation document and offered their endorsement of the document as a "balanced and comprehensive report that provides a sound basis for decision making" (Project Board June 10)

The Project Board were happy to sign off the document as they felt it incorporated both the depth and breathe of the views that were expressed during the consultation. The report also identified key learning areas which could be used for future consultations particularly around the level of explanation given on how the outcomes of the consultation will be used by the PCT early in the process..

JG noted that the consultation has been carried out according to NHS Guidance "Real Involvement" October 2008, published by the Department of Health and that she felt it had been a proportionate response. Whilst the feedback from the consultation suggests that more explanation on how the consultation would feed into the next stage of the process could have provided greater clarity and addressed misunderstanding amongst those that participated in the process, overall she did not believe the process to be flawed. The Project Board concluded that the PCT acted in line and according to national guidance and proportionately (balanced and comprehensive) and that this report provides a sound basis for decision making.

DW could see no reason for challenge by the PCT Board/HOSP.

9 AOB

Discussion on new Government guidelines for service change. It was agreed that Woodspring PBC Board should be asked to comment on the detailed Business Case and the outcome of the public Consultation should also be brought to their attention **PH**

10 Time and date of next meeting:

22nd July, @ 2.30pm at Clevedon Town Council

Action Plan

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| 1. | Newsletters to continue | JB |
| 2. | Leaflet to be distributed after the PCT Board Meeting on the 30 th June 2010 | DD/JB |
| 3. | Final CRG ToR to be circulated and signed off via e-mail | JB |
| 4. | Asterix to be included on page 23 of the Consultation Report linking The SOS petition | JB/LS |
| 5. | Network event to be arranged for the 19 th July | BH/PH |
| 6. | September Project Board Date to be confirmed with BH | BH/JB |
| 7. | Consultation Report to be presented to the PCT Board on the 30 th June | JG |
| 8. | Consultation Report to be presented to the HOSP on July 8 th | JG/JB |
| 9. | The Consultation Report and the Business Case to be discussed At Woodspring PBC | PH |
| 10. | The Consultation Report to be included on the PCT website following PCT Board approval. | PH/DD |