

Welton & District Patients' and Doctors' Association

Minutes of Virtual Executive Committee Meeting



Date: 14th may 2020

Taking Part: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Janet Lynch (JL)(Secretary), Janet Goddard (JG) (Transport Coordinator), Jan Sims (JS) (Treasurer), Chris Jackson (CJ) (Events Coordinator), Nadina Prestedge (NP) (Practice Manager), Eunice Wright (EW), Jane Padgett (JP), Betty Blower (BB), Irene McCully (IMcC) Chris Scott (CS).

1. Apologies for absence: None

2. Minutes of the last Meeting: Agreed to be a correct record

3. Matters Arising:

NP advised that the practice did not purchase an A board as they have managed with the one they had for now. However, as things start to open up one will be needed and so the request still stands.

4. Treasurer's Report:

There have been no transactions on the General Account since the last meeting. The balance still stands at £14,947.05

5. Events Committee Report:

The committee had decided to cancel the Spring Lunch due to Covid-19 before matters were taken out of our hands and 'lockdown' was imposed. This means a loss of approximately £500 for PDA funds. The committee also discussed the possibility of holding an afternoon tea in September instead but that is now looking very unlikely to take place and there are doubts about the Autumn Fayre and even the Christmas Lunch. However, even though the Village May Fair was cancelled a contactless plant stall was held at CJ's gate on Ryland Road over the Easter weekend and the first weekend in May which raised the grand total of £561.45 including the sale of a donated lawnmower. All the money was paid into an honesty box so no personal contact whatsoever. Thank you to everyone who donated or bought plants.

JG and CJ discussed the possibility of holding a raffle to be drawn on the 4th December to give more time than usual to acquire prizes and to sell tickets. This is the date of the Christmas Lunch, if it doesn't go ahead it could still be drawn on that date regardless. Following a vote the committee agreed unanimously to hold a raffle.

Action CJ/JG

ML suggested setting up a 'crowd funding' page such as Just Giving, to make it easier for the more computer savvy patients to support the PDA, and he felt that this might attract donations from patients that wouldn't normally participate in the raffle. After some discussion on the desirability of this including the possibility of diverting funds from more deserving causes the committee agreed on a vote of 6 to 5 in favour, with 1 abstention.

Action ML

6. Transport Coordinator's Report:

Transport Account 14th May 2020

Bank	£4,959.70	
Cash in hand	£ 177.90	
<u>Income since last meeting</u>		
Donations		£115.00

Expenses since last meeting

Printer and cartridges	£ 55.28
Payment to drivers Jan – March	£533.40

After speaking to Sam Heron at Lincs. C.C. JG concluded that the PDA are the only car scheme giving any kind of service at the moment which is due entirely to the kindness and dedication of PDA drivers.

The daily health centre rota is working well and the drivers have been delivering prescriptions, the cost of which has been reimbursed by the practice and paid to drivers for April. JG will continue to pay prescription delivery expenses on a monthly basis and will pay claims for transporting patients quarterly as normal.

A new driver has joined the service: Mark Whitehead from Normanby-by-Spital, who sorted out his DBS checking on line with the County Council and they have in return emailed him a badge to print off until a laminated badge is available. Mark has had a days h/c driving and delivered prescriptions to places he didn't know existed! He said he thoroughly enjoyed the experience!

Further to CJ's note on the raffle, CS has agreed to donate her cottage again for a 3 night break and also to donate a hamper. Isobel Brookes has offered a £100 pearl necklace as a raffle prize and JG has around 40 smaller prizes donated for the spring lunch but obviously not needed for that event.

Prior to reissuing LCH parking passes, all drivers have been asked to confirm that they wish to continue driving for the PDA. To date lots of drivers have said they can't wait to get back and only one has chosen to hang up their driving gloves (nothing to do with the virus, just doesn't have the time to spare) which is a relief!

7. Practice Manager's Report:

DR CARUANA

Dr Caruana has left the practice for another opportunity as a GP elsewhere. The Practice will be looking for a replacement in the forthcoming months.

ASKMYGP

Over the next few weeks the Practice will be installing an online triage tool for patients to access appointments. NHS England had instructed all practices to install an online triage tool by April 2021, however this has been brought forward in response to COVID-19. This online triage will initially begin with requests for GP appointments. Patients will access the tool through a link on the website or an 'app' which is simple and easy to use. For patients that are less confident with online facilities, the reception staff will support them or complete the tool on their behalf. More details to follow.

Due to the ongoing Coronavirus situation the practice has had to introduce new working procedures for the safety of both patients and staff, including requiring all patients visiting the surgery to wear a face covering.

8. Coronavirus Covid-19 crisis and implications for PDA activity - Questions/Issues

DK asked how drivers will be kept safe given that social distancing in cars is almost impossible and given that the driver and patient will spend more time in close proximity, particularly in longer journey outside of the Health Centre. Do drivers require advice on vehicle "hygiene" and will they need PPE and if so what format and from where will it be obtained and who will fund it, etc.

NP reported that all patients that are using the scheme at present are pre-screened for symptoms and would not be allowed to use PDA transport if they had or were suspected to have COVID. Equally patients most 'at risk' are being asked not to attend the surgery for their own safety.

At the moment the surgery wouldn't have any spare PPE, as it is struggling to obtain what it needs for the few patients being seen. NP suggested the PDA purchase some antibacterial wipes for their cars, and stated that gloves would only spread infection so there wasn't much point in purchasing those.

NP didn't think an overarching risk assessment could hurt but would possibly be best conducted by those that are driving as they could highlight anything to do to minimise risks. The practice is already screening patients for symptoms prior to booking a driver, drivers have been asked not to enter the building (or hospitals, etc), prescriptions are now collected from the staff entrance to prevent cross contamination with patients and prescription delivery planning has been altered so prescriptions are grouped into neighbouring villages and drivers are out for as little time as possible.

NP thought all were doing exceptionally well in very strange and testing circumstances, and expressed the practice's gratitude for the PDAs support - in person and distantly.

JG reported that those currently driving are not in the at-risk group and are all aware of the precautions they need to take to protect themselves and their patients. As NP confirmed, patients to the h/c are 'vetted' by h/c staff. With all other bookings JG asks the relevant questions regarding the patients' health, explains that the patient will be asked to travel in the back of the car and that the driver will not enter the building with the patient. Drivers all wipe down door handles, steering wheel, gear lever etc and follow all the safety rules we are all adhering to.

All current drivers have been offered hand sanitizer. Only 2 have expressed an interest but 10 bottles will be purchased for when more drivers return.

Any increase in transport requests will be gradual and there are drivers who are already willing to drive should they be needed. There are currently 8 drivers available each day which is adequate for the time being.

DK suggested that we should review the situation at the next meeting but be ready to respond to any change in circumstance or government advice in the meantime.

Action: DK/JG

Use of face coverings by patients and drivers whilst travelling together:

Following on from the Government's advice to use face coverings when using public transport or when in enclosed spaces where social distancing is not possible, and the practice's decision to require all patients visiting the surgery to do so, the committee agreed that it was now appropriate to require patients and drivers to use a face covering when travelling together. Pat Kitching kindly offered to make face masks for any driver that needed them, and these have been distributed.

The possibility of the PDA providing masks for patients who presented for collection without one was discussed. The consensus was that it was unwise to loan a reusable mask to a patient and that having been informed of the necessity of using a face covering, patients should not be presenting without them.

Action JG

Date and time of next meeting:

Thursday 2nd July 7.30 pm. Format and location to be agreed.

The meeting ended on 19th May at 1.50pm