

**Minutes of Primary Care Network (PCN) meeting held at Gatcombe House,
Portsmouth on Wednesday 23rd July 2025 at 5.00 pm**

Housekeeping

Housekeeping information was given out by a group member

Present

Daniel Ferrett Drayton Surgery Practice Business Manager, Tina Till Kirklands Surgery Business Manager, Lucinda Potter Kirklands Operations Manager, Sam Savin Kirklands Digital and Transformation Lead, Mary Ramsay Chair of Drayton Surgery Patient Participation Group (PPG), Paul Oakley-Cleife Chair of Kirklands PPG, A.F, A.P. D.W. T.D. M.V. S.M. C.M. T.A. S.C. M.P. D.C.A.W.

Apologies D.L.
K.M.

Thanks to T.D. For Minutes

Welcome and Introductions

Mary and Paul welcomed all to the meeting. Everyone was reminded the minutes remain confidential until they are ratified at each PPG's own meeting. Mary welcomed Yasmin and Katie from the PCN Social Prescriber team.

Action points from previous meeting

Both PPGs to endeavour to enroll new members

Both chairs said they had enrolled new members into their respective groups. Kirklands have recently enrolled one person not present and another potential person

Drayton have enrolled three members, all present at the meeting, another will be attending as an observer at their next PPG meeting.

Both chairs to liaise with Katie as to attending and supporting PCN events

Paul told the group that Kirklands have secured St Joseph's church hall for a community event in November. This event will be for a specific cohort of young families with children 0-5yrs. The timing to be confirmed is likely to be 11.00am to 2.00pm. Refreshments will be available.

T.D. had attended the Drayton Well-being event, despite it being a very hot day it was well attended.

Mary had given a PPG presentation to Drayton surgery Gardening group. She was very pleased with the way it went. She is also attending a Cancer support group meeting in September at Paulsgrove Library.

Kirklands to consider amending their meeting times to fit better with surgery hours

Paul told the group the meeting area is in the vicinity of a Surgery receptionist taking calls. So to ensure confidentiality the group's meeting time would remain at the same time.

Both Drayton and Kirklands surgeries to link their website to PCN

Both surgeries confirmed link is now on their respective sites

Venue access.

At the PCN meeting in January, one member of Kirklands Surgery had difficulty in accessing Gatcombe House as she was temporarily needing assistance with her mobility. Paul, Kirkland's chair, had brought the matter to this meeting as he and other members of Kirklands considered a new venue should be sought in case this should happen in the future. He had identified a new site further into central Portsmouth. T.D who has a business on site explained that because of the building regulations surrounding a grade 11 listed building the disabled requirements cannot be met. But she told the group that she does have clients who have mobility issues and help is always available for access. She also added there is a designated spot in the car park for disabled parking. She added because of the evening timing of our meeting the building

had already been made secure, so gaining access through an alternative entrance was impossible.

A.P. who before his retirement had spent his working life in building works, in particular NHS buildings explained the reasonable adjustments which are acceptable for disabled access.

It was noted the PPG member concerned did not make prior enquiries as to the accessibility of the building before the meeting.

The group were also reminded this venue was originally chosen because its location was easy access for all PCN PPG members, free of charge with ample parking and there had not been any problems with previous meetings.

The management team of both surgeries were concerned that the alternative venue although free of charge initially could suddenly be chargeable.

Following a discussion amongst members it was agreed the group would continue to meet at the current venue. If in the future any member had mobility issues they would notify their respective chair so arrangements can be made.

Presentation by an additional role member

Mary introduced Yasmin and Katie. Yasmin, a clinical pharmacist has been working with PCN for the past 3 years. She recently won a pharmaceutical award specialising in Menopause, she is currently holding events for both Drayton and Kirkland's patients. It is a subject which besides younger patients it also can affect some older women with ongoing medical problems.

Yasmin and Katie recently held a group consultation along with ongoing support which in the long term is a saving on surgery appointment time.

They told the group many questions posed at the meeting ranged across all symptoms and issues around Menopause. All the attendees found it very useful and helpful. It is planned there will be future sessions with increased numbers.

When asked about family members' involvement Yasmin told the group an evening similar to a locally held Menopause cafe was in the pipeline. It will be held at Gatcombe House, planned for September. It will be aimed at 45/55 yr olds. At the moment it's in its infancy stage and has patients signed up to attend. Other events for different cohort age bands may be planned in the future.

PPG members, if they are interested in attending as an observer for this event, contact Yasmin through their respective chairperson so there is no overload of PPG members.

They are currently working closely with Portsmouth Hospital Trust, there is a menopause specialist currently at St Mary's Hospital.

Other PCNs in England are interested in the trailblazing work and contacting PCN for tips. Drayton has a GP and ANP doing Menopause, Kirklands has a GP and Yasmin doing the same course

When asked how the message outlining the benefits and side effects of menopause are reaching the patients. Yasmin told the group it was through encouraging patients to attend the menopause cafe.

The subject is now very much in the public domain.

Katie said the idea of a cafe style event is something which could be considered when asked about similar events for other medical conditions.

Katie told the group the Adult Social care event previously held at Highbury Centre could be held again and open to patients of both surgeries. Other Portsmouth PCN's are welcome to obtain information. All surgeries have the same funding, it's their choice how it is spent.

Meeting close

The minutes of the meeting will be discussed at each respective PPG meeting.

Next Kirklands meeting 10th September 2025

Next Drayton meeting 26th September 2025

Once agreed they will be in public domain

Next PCN meeting Wednesday 28th January 2026 at 5.00pm at Gatcombe House.

Meeting closed 6.15pm

Glossary of terms

ANP Advanced Nurse Practitioners

DNA Did not Attend

PPG Patient Participation Group

PCN Primary Care Network

GDPR General Data Protection Regulations

TOR Terms of Reference

CCG Clinical Commissioning Group

ICB Integrated Care Board

ICS Integrated Care System Integrated Care Board

ICP Integrated Care Providers

FTA Failed to attend

CQC Care Quality Commission

QOF Quality Outcomes Framework