

Patient and Public Participation Assessment

NHS Commissioners have a legal duty to 'make arrangements to involve the public in commissioning. This form is a tool to demonstrate whether there is a need for patient and public participation and if so, to evidence what involvement and engagement has taken place.

Completed forms should accompany reports being considered by the Somerset Primary Care Commissioning Committee for decisions where there is a need for patient and public participation.

SECTION 1

Title of the plan/proposal/project/commissioning activity and a brief description (including key objectives where appropriate).

Possible examples – procurement of a new service, proposals for service change, national policy development or an operational commissioning decision which affects services, e.g. closure of a GP practice.

Irnham Lodge Branch Surgery – Permanent Closure

Location: e.g. town, CCG, Area

Minehead Medical Centre, 2 Irnham Road, Minehead, TA24 5DL

Title and brief description of proposed activity

Permanent closure of a branch surgery

Key objectives of the proposed activity

Make patients aware of the practice plans to apply for permanent closure of the branch surgery at Irnham Lodge, making it clear that all services will now be provided from the main site at Harley House.

SECTION 2

Is there likely to be an impact on patients and the public?

To assess impact you should consider the overall population and groups/individuals within that population who are likely to be affected. This can be done by completing the equality and health inequalities analysis screening tool and then, if necessary, a full equality and health inequalities analysis.

If the plans, proposals or decisions are implanted, do you think there will be:

(a) An impact on how services are delivered?

Yes No

Please explain your answer and provide further details

If approved, the closure of the branch surgery will result in permanent change to how patients in Minehead can access primary medical services.

(b) An impact on the range of health service available?

Yes No

Please explain your answer and provide further details:

The practice have confirmed that the same range and level of service will continue to be made available to patients at the main surgery site.

(c) Any other impact that you can envisage at this point in time?

N/A

(d) Does the legal duty apply to the activity?

If you have answered yes to (a), (b) or (c), it is highly likely that the legal duty applies. Note: the duty always applies to planning of commissioning arrangements (regardless of impact).

Yes No

Please explain briefly why you have answered yes or no to the above:

Due to the proposed permanent change in service provision for the registered population at the branch site it is a necessity that patients are made aware and given an opportunity to comment on the proposals.

Please note that if you have determined that the legal duty does not apply to this particular activity you are still required to retain a copy of the form as a record of your decision making. You must also consider, even if the legal duty does not apply, whether participation would be beneficial in the circumstances and complete section 3, 4 and 5 of this form.

SECTION 3

Describe any existing arrangements to involve patients and the public which are relevant to this plan/activity and/or provide relevant sources or patient and public insight.

Examples could include patient and public views by patient and public voice (PPV) partners; surveys; intelligence on patient and public views from partners including CCGs; Healthwatch and voluntary and community organisations.

Please complete each question below.

(a) What arrangements/mechanisms are already in place to involve the public which are relevant to this activity (these may be national/regional or local)

An engagement exercise was conducted but has been affected by the restrictions around face to face contact with patients due to Covid-19.

The method of engagement was in the form of a questionnaire inviting patients and local stakeholders to comment promoted via the website, posters, and handouts.

Further engagement has been requested from the practice in order to be able to approve the recommendation.

(b) How will the insight available to you help to inform your decision?

By engaging the public and stakeholders it provides the commissioner with a better insight as to whether this is a change that is supported by patients or being driven by the practice. The outcome from the engagement will be used to inform the decision made by the Somerset Primary Care Commissioning Committee.

Please note that consideration of existing arrangements and patient and public insight will help inform any additional arrangements required under section 4.

SECTION 4

Are additional arrangements for patient and public involvement required for this activity? In particular how will you ensure that 'seldom heard' groups, those with 'protected characteristics' under the Equality Act, and those experiencing health inequalities are involved?

- (a) If yes, provide a brief outline of your approach and objectives for any additional patient and public participation, including consideration of 'seldom heard' groups, the nine protected characteristics and health inequalities.**

In due course it may be appropriate to develop a full communications and engagement plan.

As part of the conditions of approval of the application the practice has been asked to undertake further engagement, particularly around non-flu clinic patients including those patients now attending the surgery between December 2020 and January 2021. The practice should continue to promote completion of the patient survey via all means available. A further statement from the PPG is required also.

- (b) Briefly describe how your proposed participation will be 'fair and proportionate' in relation to your commissioning activity.**

The engagement was proportionate by isolating involvement to those the practice identified as being impacted by the proposed permanent closure. Members of the public were also given the chance to comment by displaying notification of the proposal within the local community.

SECTION 5

Planning for impact and feedback

- (a) Provide a brief outline of how the information collected through patient and public participation will be used to influence the plan/activity.**
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The feedback received will be used to influence the decision making by the Somerset Primary Care Commissioning Committee. It will also be used to influence the future service offered to the patients of Minehead.

(b) How will the outcomes of participation be reported back to those involved (refer to your communications and engagement plan, if appropriate)?

The practice will openly notify the public and the patients of the decision made by the Somerset Primary Care Commissioning Committee.

(c) How will you assess the ongoing impact of the change on patients and the public after it has been completed?

Complaints will be monitored. The CCG will maintain contact with the practice to ensure any problems are addressed.

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Email address: Phillip.godfrey@nhs.net
Team: Primary Care Contracting
Date: 23 November 2020

Where senior sign off arrangements apply.

Name of person signing off the form:
Job Title:
Email Address:
Team:
Date: