

Minutes of the Acorn Surgery Patient Participation Group (Acorn Patient Team) 24 May 2016, 6-7pm, Room G89, OakTree Centre, Huntingdon

Present: Brian Shoesmith, Clare Holman, Robert Mulroy, Peggy Clark, Martin Wilsher, Dean Bloom (Treasurer), Sinade Bell, Isabelle Coverdale, Trish Hawitt Palmer (Acting Chair).
In attendance: Tyler Smith (student)

Agenda item		ACTION
1. Welcome & Apologies for absence	<p>The Acting Chair welcomed two new members to the Group, Sianade Bell and Isabelle Coverdale.</p> <p>Apologies were received from Carol Primett and Mary Blackhurst-Hill.</p>	
2. Minutes of the last meeting	<p>The minutes of the last meeting were not available in hard copy for this meeting and were therefore not formally reviewed; however, the Group agreed that as much of the previous meeting had been focussed on the health awareness event, they would be excepted on this occasion.</p>	
3. Matters arising	<p>There were no specific matters arising.</p>	
4. Treasurer's report	<p>The Treasurer reported on the PPG's finances. It was noted that there is a balance of £1,079.21 in the bank account though payment is still to be made for the artwork and banner, as well as the £500 donation towards the 24hour blood pressure machine which the Practice has now taken delivery of. Trish HP will notify the Treasurer via email of further income from book sales for reporting at next meeting.</p>	THP
5. Health Awareness Event	<p>Tyler Smith attended to update the Group on progress with the planning and organisation of the Health Awareness Event on Tue 5th July from 4-7pm in the Community Room at the Oak Tree Centre.</p> <p>He reported on progress made and which areas of the process are still to finalise, providing a list of organisations he has contacted to take part in the event. These organisations have expressed an interest in being involved but are yet to provide final confirmation. Dean B agreed to take on the responsibility for contacting the organisations on the list to obtain further information and confirmation of what their requirements will be in terms of space and equipment at the event. Clare H offered to contact Lady Jane Lingerie shop in St Ives for input into the Event linked to post mastectomy care.</p> <p>It was noted that a booking profoma is available which was produced by Carol P and used at the last Event. THP will email with the minutes.</p> <p>Tyler tabled the list of tasks to be completed and each member took an area of responsibility to take forward, as follows:-</p> <ul style="list-style-type: none"> a) Finalising a response from interested organisations – Dean B b) Checking current material in use (allocated to Mary Blackhurst-Hill who is coming in on Thursday to meet with TS and THP) c) Sending out marketing material to organisations to promote the event - ?THP d) Social media development for marketing and future PPG promotion – Isabelle C e) Organising prize draw/raffle donations – Robert Mulroy f) Organising refreshments/hospitality sponsorship – Clare H g) Local radio/TV event promotion – Martin W & Isabelle C h) Write article for local news – Hunts Post – Robert M i) Selling raffle tickets – Peggy C j) Help to coordinate and set up on the day – Brian S 	<p>THP</p> <p>ALL</p>

	<p>Dean B suggested additional prize of tickets to the Summer Open Gardens at Abbots Ripton Hall and will approach Lord Ramsey re potential donation. <i>*post meeting note: DB realised that the date of the Open Gardens is before the Health Awareness Event so may not be appropriate but will still progress this request as a possible separate raffle pre-event.</i></p> <p>Isabelle C suggested contacting Barretts department store in St Neots which is starting a closing down sale shortly as they may be open to donating a prize. Sianade B offered to contact the CEO of Hamleys to see if there might be a possibility of the donation of eg. a bear for a Name the Bear competition as part of the Event.</p>	
6 CQC update	<p>Trish HP updated that Practice inspection date yet to be notified but she will email out as soon as a date received. Another local practice was inspected last week. CQC will send patient feedback cards through with a sealed collection box prior to the visit date and patients will be encouraged to leave feedback for the Inspection Team to review on the day.</p> <p>The inspectors are likely to want to meet with several members of the PPG on the day if people are available to meet with them. Dean B asked if there was a list of typical questions available; THP not aware of anything specific but likely to link to the main key lines of enquiry, eg. is the Practice caring, do you have examples of how the Practice has been responsive to your needs, are they well-led, etc.</p>	
7. Committee vacancies	<p>THP highlighted that she is now in the 5th month as Acting Chair and although she is happy to hold the fort in this role, it really should be held by a patient and asked the members to consider if they might wish to take on this role, which is not onerous and is mainly about leading the meetings. There is also a vacancy for PPG Secretary now that Fran L has resigned. THP asked for any member of the group to contact her separately should they be willing to take either of these roles on.</p>	
8. Vending machines	<p>Trish HP reported that there have been several complaints received by the Practice about the vending machines and specifically the unhealthy contents. A letter of complaint was received earlier this week to which she has responded, explaining that the machines are in no way linked to the Practice. The Group felt that because of the siting of the machines is so close to the Acorn Reception desk and self-check in screen, people perceived that the machines are part of the Practice's provision. Peggy C has already discussed issue with Trish HP and wishes to write direct to the CEO of Cambridge Community Services who are the Landlord and responsible for installing the machines, it was felt for financial profit rather than as part of patient service provision.</p> <p>Following much discussion, it was agreed that the issue would be kept under review and that meantime the Practice should produce a notice stating that the machines are not connected to the Acorn Surgery and look to providing fresh fruit at the Reception Desk as an alternative. Sianade B will contact local stores and a local wholesaler re the donation of regular fresh fruit for this purpose.</p>	
9. Any other business	<p>There was no other business for this meeting.</p>	
10 Date of next meeting	<p>The formal date for the next PPG is Tuesday 28 June. However, it was agreed that an interim meeting should be held in two weeks' time to catch up and review progress with the health awareness event as time is relatively pressured. A date of Tuesday 14th June was agreed, 6pm.</p>	

