

Minutes of the Acorn Surgery Patient Participation Group (Acorn Patient Team)

27 September 2016, 6-7pm, Room G89, OakTree Centre, Huntingdon

Present: Martin Wilsher (Chair), Claire Holman, Dean Bloom (Treasurer), Trish Hawitt Palmer (Acting Secretary), Peggy Clark, Robert Mulroy, Verena Bruce, Roger Bruce, Brian Shoesmith.

Agenda item		ACTION
1. Welcome & Apologies for absence	Apologies were received from Carol Primett & Izzy Wynn.	
2. Minutes of the last meeting	The minutes of the last meeting were agreed as a correct record, save that Roger Bruce had been inadvertently named Robert in the list of attendees. The minutes were signed by the Chair.	
3. Matters arising	<p><u>Item 6 Practice Team Update:</u> THP reported that there are new GP trainees starting their rotation in general practice early in December.</p> <p><u>Item 8 AOB:</u> THP updated that the 4th anticoag clinic is due this week and is gradually becoming more streamlined as increasing numbers of patients have signed up to access the service here. RM queried if a label printer has been acquired to support the clinic and this is being looked into; the Chair suggested the PPG might be in a position to fund the purchase of this if necessary.</p>	
4. Treasurer's report	The Treasurer tabled details of the financial situation and reported that there is a balance of £1,139.43 in the bank account which includes a £20 donation given for a walking aid. It was noted that book sales income continues to be very healthy. THP has collected further monies from the tin and will let the Treasurer know by email the additional amounts. THP highlighted that there are high levels of stock waiting to be put into the book cases, which are regularly restocked, and currently full. It was agreed that as there is space in the waiting area for an additional book case, one should be acquired to generate further sales. VB may be able to source this.	
5. Seasonal Flu Clinic – Carers event & PPG Recruitment	THP updated that adverts have been placed for the event, in addition to personal invitations to eligible patients for the flu jab element of the event. Pharmacy team planning to give free health screening to the general public for diabetes and high blood pressure, as well as height and weight checks and possibly a dietitian on hand. THP has contacted Carers Trust for resources and will also organise promotional materials for the PPG and welcome packs for any new members recruited on the day. Martin, Roger, Peggy, Roger and Dean will attend in support.	

	Thanks were extended to Robert for organising an editorial to be placed in the Hunts Post to raise awareness of the event.	
6. PPG Terms of Reference	<p>The Chair addressed this item so that the Group could take the opportunity to review the ToR for the Group to ensure these are still valid. It was noted that the final line detailed that the Chair would attend the Practice Staff meeting on an at least quarterly basis but since the Chair stood down at last AGM, no PPG attendance has been organised for the Staff meetings. THP will send next meeting dates to the Chair and it was noted that any representative could attend these meetings, not specifically the Chairperson.</p> <p>The Ground Rules based on the NAPP guidance were also made available. It was agreed that these rules and the ToR should be clearly adhered to by members and also recognised that the meetings were not an appropriate arena for individuals to raise personal issues or complaints but that these will be addressed separately by discussion with THP. It was agreed that the ToR and Ground Rules be reviewed on a formal basis at next meeting. THP will place on Agenda.</p>	THP
7. AOB	<p>The Group noted the recent newspaper article on the potential merger of the 3 Huntingdon Practices. THP updated that gradual progress is being made in the discussions and a further meeting took place this afternoon. She will update with any progress when available.</p> <p>Peggy C mentioned her experience of the use of the 24 hr BP machine was not a positive one and the kit appeared not to be functioning effectively. THP will investigate whether the new machine purchased by the PPG was used in this instance and will speak to clinical colleagues re error messages and treatment.</p> <p>PC also mentioned a strength and balance class she is attending following referral by the Practice to Everyone Health, stating that the class is very good and would be useful to others; THP will investigate via the Health Trainer whether such a class might be available more locally than St Ives.</p>	
9. Date of next meeting	Due to planned annual leave, THP asked for consideration to be put to moving the October meeting on a week to Tue 1st November , retaining the usual November meeting date of Tuesday 29 th . It was agreed that due to the busy month of December when the AGM would normally be scheduled, that this is moved this year to the November meeting. Therefore notification to be sent out re the PPG AGM revised date of Tue 29th November 2016 . Nominations will be needed for the Committee roles of Chair, Vice Chair, Treasurer, Secretary.	