

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

**Tue 28<sup>th</sup> February 2017, 6-7pm, Room G89, OakTree Centre, Huntingdon**

**Present:** Martin Wilsher (Chair), Claire Holman (Vice Chair), Dean Bloom (Treasurer), Peggy Clark, Roger Bruce, Verena Bruce, Brian Shoesmith, Robert Mulroy, Paul Westerman, Mary Blackhurst-Hill (Minutes Secretary). Dr Mary Simpson, Acorn GP Partner, Trish Hawitt Palmer, Acorn Practice Manager.

Agenda item		ACTION
<b>1. Welcome &amp; Apologies for absence</b>	Apologies were received from Carol Primett	
<b>2. Minutes of the last meeting</b>	The minutes of the last meeting in January were signed by the Chair as a correct record of what took place.	
<b>3. Matters arising</b>	<p>The bookcases have not yet been moved, but this is planned in the coming week.</p> <p>The friends and family feedback form has been handed out at reception on an <i>ad hoc</i> basis.</p> <p>The CQC interim rating has been received. The practice has been rated outstanding.</p> <p>The label printer has been delivered and will be installed next week.</p> <p>There has been no further contact from the homeless man the surgery was trying to assist.</p>	
<b>4. Treasurer's report</b>	<p>The Treasurer tabled details of the financial situation and reported that the balance currently stands at £796.67. After the expenses of the printer and flowers there will be £525.67, with a further £32 to be paid in from recent book sales.</p> <p>Clare Holman commented that a fresh supply of books was due to come from MAGPAS.</p>	
<b>5. Chair's Report on staff meeting attendance 17<sup>th</sup> February</b>	<p>Martin reported that he had been favorably impressed with the staff meeting. Attendance was high and staff were enthusiastic and appeared engaged in the running of the practice. He was pleasantly surprised by the enthusiasm shown for the PPG. A suggestion was made that the group should revisit "A Day in the Life of.." where members of staff attend the group and give a presentation with this title. Dragana, Gynae-specialist practice nurse, will attend the PPG meeting on Tuesday 28<sup>th</sup> March</p>	
<b>6. Practice Merger Update</b>	<p>A Memorandum of Agreement has now been signed by the three practices involved (Acorn, Priory Fields and Charles Hicks). This signifies a commitment to work towards the merger, with a final decision to be made on a merger to one Practice from 1<sup>st</sup> April 2018. An application to become a merged practice has been made to NHS England. A press release has been drafted together with NHSE and CCG and will go out next week. Financial and Legal advisors will be appointed and also lead partners from each practice. Advert to appoint a Project Manager is being drafted.</p> <p>Several options have been examined, with the emphasis on patient benefit. All premises will be retained in the medium term, as will all staff.</p>	
<b>7. Public</b>	The Document "Draft Cambridgeshire Pharmaceutical Needs	

<b>Consultation on Local Pharmacies</b>	Assessment (PNA) 2017” was handed to all members who are asked to complete it and return to Cambridgeshire County Council.	All
<b>8. Herts Urgent Care (out-of-hours service) patient membership</b>	This was previously Hunts. Doc. and has been replaced by NHS111. Trish to scan the relevant document and email to all contacts	THP
<b>9. Supporting Homeless Patients</b>	The practice wishes to support those patients registered on their books who are homeless. Trish has heard of a team of volunteers who go out every night, sharing food, clothing, sleeping bags and toiletries. Peggy thought she might possibly have a contact there. GPs desiring to help are hindered by the fact they may only treat those registered to the practice. It was pointed out that some patients use the practice as their official address. Peggy to investigate and pursue her possible contact.	PC
<b>10. Huntingdon Neighbourhood Plan</b>	None of the group were aware of this. Trish will send out link with the minutes.	TH P
<b>11. Apprenticeship Award for East of England</b>	Bobbie Greer, an apprentice health care assistant has won this award and will go to London at the end of March to receive her award. She has also been selected to go to Westminster next week to meet Hon. Robert Halfon, MP with charge of Apprenticeships in the House of Commons. The practice is delighted and the award is well deserved.	
<b>12. AOB</b>	<ul style="list-style-type: none"> <li>a) The NAPP certificate has arrived and will be put up in the waiting room.</li> <li>b) Roger raised the issue of prescriptions issued by hospitals out of area being insufficient to last until the paperwork had caught up with the patient at their local practice. Dr Simpson pointed out that it is the responsibility of the hospital to provide a sufficient amount for a week (normally).</li> <li>c) Health Awareness. Dr Simpson is attending a course regarding adolescent mental health. She will be networking with local school nurses with the idea of providing a Health Awareness event for parents.</li> <li>d) Paul brought the group’s attention to National Thombosis Week, 1<sup>st</sup> – 6<sup>th</sup> May 2017.</li> <li>e) Dragana will attend the March meeting and present her “Day in the Life”</li> <li>f) Janet Edge, Lead Nurse Partner, retires at the end of March.</li> </ul>	
<b>13. Date of next meeting</b>	Tuesday 28 <sup>th</sup> March 2017, 6pm	