

Jenner Health Centre

Patient Participation Group

Meeting Date: Tuesday 11 October 2011 @ 19:00pm

Attendees:

- Karen Burrill - Chair
- Simon Stitson (Practice Manager)
- Penny Fisher
- Annette Glazier
- Pamela Potts
- Paul Phillips
- John Dunham
- Marian Dunham
- William Old
- Sue Carter

Apologies:

- Dr Andrew Anderson
- Dr Adriaan van Biljon
- Dr Anil Nair
- Jackie Brisbane (NHS Cambridgeshire)
- Cindy Poli
- Dee Laws
- Sheila White
- Trudy Lapinskis
- Dena Old
- Linda Arbon
- Sheila Burrill

Minutes:

- Karen Burrill opened the meeting as Chair of the PPG and thanked all for attending.
- Group reviewed the minutes from the last meeting and accepted them as correct.
- **Practice Tour** – Simon provided a tour of the Practice to the PPG members attending the meeting, including the behind-the-scenes areas not normally seen and ran through the structure of the Team and the various focus areas they have. Simon also gave an indication of work volumes and how the Practice interfaces with secondary care and other community and voluntary sector organisations to link-up care for patients.

- **Update on Jenner Flu Clinic** – Karen updated on the recent Practice Flu Clinic. PPG members completed 230 surveys on the day with a big thank you to all those who attended and helped out, including Pam's husband Ralph. Karen, Annette, Paul, Bill, Sue and Dee also helped out on the day and was a good opportunity to promote the PPG to the patients who attended. Around 650 flu vaccinations were given on the day with a footfall of around 700 to 750 people visiting the Practice that morning.
- Aim is to complete around 800 surveys for the Practice.
- Completed Transport Surveys were collected by the Community Car Scheme to be fed back to Fenland District Council. A further local transport survey is likely to follow.
- **Update on Coffee Morning** – Coffee morning is being held on Tuesday 18.10.2011 at St Andrew's Hall between about 10:00am and mid-day.
- Volunteers to help out on the day include Karen, Annette, Pam, Dee, Simon, Cindy, Bill and Ralph. Sue is also hoping to attend. Practice has covered the £20.00 hall hire fee. Karen is obtaining the tea/coffee/milk etc and cake donations have been arranged.
- Group discussed a request from Cheryl Jakes to attend and offer cards etc for sale with a donation to the PPG. Group agreed – Karen will feed back to Cheryl and arrange.
- If successful, will look to run a further coffee morning and maybe make a regular fixture.
- **Update on the Talent Show** – Auditions for the Talent Show are also being held on Tuesday 18.10.2011. Will be hosted at the Practice, starting at 19:00pm and running through to approx 21:30pm – 22:00pm. 13 acts have applied and all are invited to attend. Thursday evening is also reserved as an over-run.
- Speaker and microphone arranged for the auditions – will be set-up on the evening.
- All are welcome to attend the auditions to help the Group decide which acts to progress through to the show.

Feedback from the Practice

- No update this month.

Any Other Business

- Thank you to Paul for arranging posters for the Tuesday morning clinics.
- Simon will look into the supply price of an EMG machine to help with the fundraising.
- Group discussed library proposal – Simon reminded that majority of current service and support group information is access on-line and that the PPG room has internet access and a printer to support this.

Cindy also maintains a booklet of helpful leaflets that the Reception Team refer to and this can be shared with the PPG also.

- Karen has compiled a Newsletter to update patients etc on the PPG and its activities. Karen will distribute the newsletter to the PPG Members for approval/feedback and will then distribute wider.
- Group discussed a PPG Christmas Lunch – Simon invited the active PPG members to attend the Practice Christmas Party which is being held on 8 December 2011 and will forward invites.
- Next meeting will be **Tuesday 8 November 2011 at 7pm at Jenner Health Centre**