

Greensands Patient Participation Group

Minutes of the Ordinary Meeting 8.00 pm Thursday 12 May 2016 at Potton Surgery

Present: Gerry Brunt, Nicola Gauge, Steve Hemmings, Sofie Hooper (Vice Chairperson), Kasia Hopkins (Secretary), Nicola Jenkins, Marcia Kaye, Sue Sheppard-Smith, Dr Diana Taine, Ken White (Chairperson).

1 Welcome and Apologies

Apologies: John Foulkes, Mary Robinson, Jean York, Jane Edwards and Fiona Carey.

Thanks and credits to: John, Steve and Jean for all the work they put into running the Greensands Patient Participation Group (PPG) throughout the past years and for offering to carry on supporting the newly elected team and the whole Group. Also, thanks to everyone involved in preparing documents for the Patient Participation Awareness Week (PPAW) events.

2 Notes of the meeting on 8 March 2016

Practice News: It was pointed out that since 8 March 2016 a lot of the items mentioned in the minutes are no longer relevant e.g. "Dr von Blumenthal has recovered and is back at work. Dr Mercer had left and transferred to a practice in Cambridge." The Group considered if and when to publish the minutes on the Greensands Medical Practice website prior to next meeting for the general public to view. It was decided that the draft minutes would be sent around to all members asking for comments and, if no response is received within an agreed time, they would be approved and published on the website. All present agreed with that approach.

3 Matters arising

Matters arising: No new matters are arising at this meeting.

4 Patient Participation Awareness Week, 6-11 June 2016

PPG Awareness Week: The PPG poster will be displayed locally prior to 11 June to inform members of public about the Patient Participation Awareness Week (PPAW). It was agreed that more copies of posters would need to be printed and distributed/displayed and a reminder would need to be issued a few days before the event. The poster has already been displayed in various places e.g. Gamlingay surgery/Gamlingay Eco Hub.

A few members offered to further distribute the poster throughout the villages' noticeboards: e.g. in Potton, Gamlingay, Abbotsley, Waresley, Dunton, Cockayne Hatley, East Hatley, Hatley St George and Wrestlingworth.

It was suggested that more information could be posted on the Greensands website. A couple of paragraphs could be put together to explain the role of the PPG and how it serves as a link between the Practice and the patients.

In the Awareness Week at least one member of the PPG will be at the Eco Hub (2.00 – 4.00 pm Monday 6 June) and at the surgeries during surgery hours – at Gamlingay on Tuesday 7 June and Potton on Wednesday 8 June – to talk to patients and answer questions about the Group and the Practice. Sofie is to provide an updated list of volunteers from the PPG who will be willing to step into the role. It was suggested that Facebook could be used to spread the word about the Awareness Week to different age and interest groups. Nicola Jenkins is aware of some local villages/businesses having a Facebook page such as the Eco Hub and the parish councils of Gamlingay, Dunton, Cockayne Hatley and Wrestlingworth. Kasia agreed to take on the task of identifying further Facebook groups and contacting each group's administrator.

Walk and Talk Event on Saturday 11 June: Steve managed to negotiate the charity rate and kindly donated to the PPG the fee for renting a 2 hour slot in the Gamlingay Eco Hub for the Saturday event. Steve has also recently joined GCC Ltd (the Eco Hub) and he offered his help to get things sorted in preparation for the Saturday event during the PPAW.

Sofie suggested that we should populate all the activities for the Walk and Talk event prior to 11 June. She has approached Dr Low about doing a very short talk about Patient Participation Groups and he very kindly accepted our invitation.

A few members offered to bring/bake a cake for the Saturday Walk and Talk event.

Four Seasons Market event in Potton: We have been offered a stall at the Four Seasons Market in Potton on 18 June to carry on from the PPAW. Sofie will ask for volunteers to man the stall.

It was decided that prior to the events it is important to put together a list of questions to patients, to ask them, for example, what they would like to see and what changes they would like to suggest to make the experience of attending the surgeries easier. Sofie offered to prepare a few pages/slides in the form of presentation documents to display and to be used as tools for members of the PPG as background material to have the confidence to talk to people about what the PPG is there for. The prepared documents would be used for all the PPAW events and at the Four Seasons Market on the 18 June.

5 Dates of next meetings

Wednesday 13 July (Gamlingay surgery)
Monday 12 September (TBC)

Tuesday 15 and Thursday 17 November are to be considered as proposed meeting dates for November (TBC).

There being no other business the meeting closed at 8.40pm.