



# PPG MEETING MINUTES

**DATE:** 08.03.2023

**LOCATION:** Heckington Surgery

**TIME:** 18:00

**ATTENDANCE:**

Alison Bourne – Chair

Maurice Rushbrook – Deputy Chair

Malcolm Jones

Jane Dowe

Jeffrey Harwood

Christine Robertson

Jennie Tomlinson Practice Manager

Dr R. Shrouder Snr partner

**APOLOGIES:**

Mary Rudking

Alan Creaser

Robert Wellbank

Cat Bones

Amelie Halsall

**PRACTICE REPRESENTATIVES**

Jennie Tomlinson – Practice Manager – Minutes

Michelle Rushen – Reception Manager

<b><u>AGENDA ITEM</u></b>	<b><u>MINUTES</u></b>	<b><u>ACTIONS</u></b>
1 – WELCOME & APOLOGIES	AB – welcomed all to the meeting. Apologies were noted Last meeting minutes were agreed	
2 – HEALTH & SAFETY	There is no update – Cope Safety next review of both sites is in April No incidents have occurred in practice	
3 – PRACTICE UPDATE	JT updated on staffing: <ul style="list-style-type: none"><li>- 2 new care navigators have been employed to start over the next 5 weeks. Louise comes with 4 years' experience in a systemone practice. Lucy comes with a wealth of experience in health and social care</li><li>- Naomi Clint (current care navigator) has completed her phlebotomy training and so is delivering 2 x clinical sessions a week. In September she will start her Nurse Associates course to become full time clinical member of staff.</li></ul> RS stated that there are 3 4 <sup>th</sup> year medical students starting from Lincoln University which brings the practice back in line with historical student levels.  RS updated that the practice is looking at utilising the theatre as another clinical room outside of procedure sessions for consultations.	
4 – FEDERATION UPDATE	<ul style="list-style-type: none"><li>- The home visiting paramedic service is still running with 2 x ANP or paramedics working in the community supporting ambulance and admission avoidance and helping the housebound and infirm to stay well at home.</li></ul>	



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	<ul style="list-style-type: none"> <li>- COVID vaccination service starts on 3<sup>rd</sup> April</li> </ul> <p>Eligibility initially for the Care Home Residents Then The Meres will open again for the 75+ and CEV.</p> <p>JT stated that she approached the federation for the ability to deliver sessions at Millview at weekends to support the cohort and travel, unfortunately the federation stated that patients had to attend The Meres for their vaccination and that as they are only planning on opening for 5-6 weeks it was not viable to have additional practice clinics</p> <p>MJ stated that this was not suitable for patients who require transport as even the voluntary car scheme costs to the mere is quite expensive.</p>	<p>JT to readdress the Millview Clinics with K2 healthcare.</p> <p>JT completed 09.03.2023. K2 are happy for 2 clinics but not one every weekend</p>
5 – CONSTITUTION	<p>JT has created a first draft constitution for all to read and come back with thoughts, amendments and comments.</p> <p>MR asked if we were working to a quorum.</p> <p>All discussed maximum membership level</p> <p>It was agreed that there would be a maximum of 15 members with a meeting quorum of 4.</p> <p>JT also handed out contact forms so that each member can complete their details and contact preferences. This also works as a confidentiality agreement and so is required by all.</p> <p>All present completed the form</p>	<p>JT to add to the constitution</p> <p>JT to email out with the minutes</p>
6 – PPG Update	<ul style="list-style-type: none"> <li>- Alison Bourne is to remain as chair until further notice – contrary to last meeting minutes.</li> <li>- Maurice Rushbrook will remain as Vice Chair</li> <li>- Role of Secretary is required</li> <li>- Role of Treasurer is required</li> </ul>	
7 – SENSORY GARDEN	<p>AB, MR and JT met and discussed the location and requirements for a sensory garden at Millview Medical Centre.</p> <p>MR updated that he attended the practice with a landscape gardener who agreed to support some time to this and its plans.</p> <p>He also approved that the area at the front of the building (either side of the bike shed) is a suitable site, as suggested, providing that there are barriers of some form between it and the dyke.</p> <p>MR also looked into funding for this which is available from varied sources</p> <p>For this there needs to be a not for profit organisation with its own bank account.</p> <p>RS stated that the Millview Community Fund account with Lloyds could be used for this – At present there is £31.75 in that account (all previous fund raising money has been donated).</p> <p>Organisation with the bank to transfer this over once a more robust constitution is in place – this requires a treasurer and a secretary.</p>	<p>JT to work on the constitution</p> <p>JT to look for ideas for items in the sensory garden to start to plan</p> <p>JT to look at tax implications and cut off amounts for NFP bank accounts</p>



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	<p>We need authorisation from the landlord that he is happy for us to use the land as such.</p> <p>MR stated that NKDC partnerships will support with funding applications</p>	
8 - AOB	<p>Charity Cricket Match will be on Sunday May 28<sup>th</sup></p> <p>Request that Owais Zafar is included in the next newsletter</p> <p>JD is meeting with Kai Brownhill to discuss how the practice can support local Dementia group whilst also delivering practice work supporting patients and their carers.</p> <p>JD is checking that the telephone numbers for the Sleaford voluntary car drivers are still correct.</p> <p>JH stated that there is a need for policies and procedures and to share information and documents</p> <p>It was agreed that an induction process would be made for new PPG members</p>	<p>JT to chase up with AB contact with JD ref dementia friendly practice</p> <p>Completed AB and JD have met to move this forward</p> <p>JT to create a PPG page (separate to Millview) on the intranet so that members can access documents and information</p> <p>JT has requested this from Agilio who own the service</p>
9 – NEXT MEETING		