



Patient Participation Group



PPG Meeting Minutes Stifford Clays Health Centre 5th June 23.

Present : Kevin Brice (Chair), Elizabeth Sayer, Jeff Sayer, Suzanna Sleeman, Viv Crouch, Berry Kipping, Tina Tripp.

Apologies: Mike Bilton, Mark Hooper, Renae Laybourn.

It was noted that Richard Smith was unlikely to attend future PPG meetings due to ill health. Thanks were recorded for Richard's past contribution to SCMP PPG.

Minutes from last meeting

One amendment to previous minutes: Berry Kipping apologies to be recorded. With that correction, minutes accepted as a true record.

Practice update - Practice Manager's report

- Suzanne thanked Liz Sayer for her assistance updating HR folders. This continues as work in progress.
- NHS Property Services has received quotes for replacing paving slabs outside the surgery. The lead NHS Estates Services officer leaves this week, but Suzanne will keep on top of this item.
- New carpet laid in the surgery on 1st July 2023.
- Replacement Fire Stick for the TV monitor has been purchased. No contact made with Luke the technician. KB to provide SS with website, user name and passwords for the software so her husband can set up the connection to the TV monitor.
- NHS Mid & South Essex ICB have assisted to establish the correct WiFi set up for the operation of the photocopier. Any potential photocopy requirements to be directed to Suzanne.
- Dr. Rosseau has agreed to provide a presentation on women's health, blood pressure or hypertension for SCMP patients. Agreed 12.30am on Thursday 23rd October 2023 in the Education Room.
- SCMP has been Veteran accredited. Agreed a table be placed at the COVID hub entrance door, attended by John Sleeman, to promote the benefits of Veterans' Accreditation. In addition, a veterans' coffee morning to be arranged.
- Work continues on staff names and pictures being displayed.
- Web page is up and running. Debbie Crips is the contact for this.
- Hannah has passed her final doctor exams and is hoping to join the practice for 6 sessions per week.
- Dr Rosseau is hoping to increase her sessions from 6 to 8 sessions per week.
- Lead nurse Kerry has passed her prescribing meds exams.

- It was noted that SCMP had a five-star certificate for cleanliness

Acorn Hub

In Mike's absence there was no report.

Chair's Report

See attached paper.

Viv's Report

- Neil Speight did not attend the AGM but placed an item in the local press about PPG Knitting.
- Knitters have donated knitted caps and octopuses for babies in Ukraine. One container with an incubator purchased by a charity has been sent to Ukraine with the knits. A second container with another incubator is scheduled.
- The knitters are now completing blankets for bigger children and baby clothes for those up to 6 months old.
- The knitters are networking with other groups.
- Viv to provide details of "Eco Sites" to recycle used aids, e.g. walking sticks, crutches, wheel chairs, etc.

PPG update

- Suzanne confirmed administrative access to the PPG Facebook page.
- 140 DNAs recorded in June. DNAs now reported for all PCN, but SS has extracted those for SCMP.
- SCMP now has to offer an appointment within 2 weeks. This can be local, another GP, at a health hub or e-consult.

AOB

- VC requested assistance from any PPG member in the surgery to update the library, support the signing in monitor.
- It was noted the Sign-in monitor was not operational at weekends. Suzanne agreed a sign be placed at the Sign-in monitor at weekends to point patients directly to reception.
- It was noted that Mark Hooper has arranged a session at Headon Hall on Friday 22nd September for elderly persons to attend about fraud prevention. TBC, the Police would be represented. Suzanne and Lead Nurse Kerry hoped to attend.

Date of Next Meeting

Due to the numbers on leave in August, it was agreed the next PPG meeting would be on Monday 4th September 2023.