

Dr Kumar & Dr Sinha Family Practice (Shoebury Health Centre) Patient Participation Group (PPG) Meeting | MINUTES

Meeting date | time 27/05/2021 | 18:00 | Meeting location
Video Conference

Meeting called	Tricia Cowdrey	Justine Jobson
by Type of	Regular PPG update	Jason Faux
meeting Note	Ian Johnston	Lin Spence
Taker		

Agenda topics

Agenda Topic *Apologies for Absence* | Presenter *Tricia*

- Sharon Jones Mental Health Practitioner will attend the next meeting.

Agenda topic *Minutes of Previous Meeting* | Presenter *All*

- The minutes of the previous meeting were agreed.

Agenda topic *Matters Arising* | Presenter *All*

- Lin talked through the latest practice demographics and will circulate them to the group by email.
- The group agreed that Tricia share the recruitment flyer with Chris Gasper and his PPG.
- The PPG recruitment flyer is now going out with the New Patient Welcome Pack. No feedback to date but early days.
- Voice Technician will be asked to amend telephone messaging to reflect new service status.

Action items

	Person responsible	Deadline
The latest surgery demographics to be provided to the group to inform the approach to inclusive recruitment.	Lin	Closed

Agenda topic *PPG Group Terms of Reference* | Presenter *Tricia*

- The proposed TOR was reviewed and agreed by the group. The accompanying action plan was updated, and it was agreed to become a working document to track progress.

Action items	Person responsible	Deadline
Action Plan Updates :	Tricia	Next meeting.
1.2 Lin to update surgery website with PPG dates and minutes.	Lin	Next meeting.
3.1 Design mini patient survey relating views on Virtual conversations. Send questions to Tricia via email.	All	Asap.

Agenda topic *Surgery Report* | Presenter *Justine*

Covid-19 Vaccination program.

Workload is beginning to calm down. PCN is now sending texts to patients including a link so they can book their own vaccinations.

Additional admin resource is being provided to assist with dealing with prescriptions from patients regarding the programme.

The Physician Associate post has still not been replaced, recruitment is ongoing.

Chairs Report | Presenter *Tricia*
Shoebury Ambulance Station

There is no change to current status. The Essex Ambulance Service is currently in special measures which will have an impact on any decisions going forward. New CEO is now in post. Station down to 1 ambulance due to Covid.

Agenda topic *Shoebury Health Centre Development* | Presenter *Tricia*

No update.

Meeting Closed: 18:50

Date of next Meeting	Time
Thursday 16 th Sep 2021 via Teams.	18:00