



Minutes of PPG Meeting at Firs House 6th February 2017

1.0 Present: Fei-Ni Toole (Chair), Dr. Simon Poole (GP Partner), Anonymous Member, Ian Copeland, Denis Payne, John Morris, Sue Cox, Jean Newman, Lauren Allin.

Apologies: Colin Eagleton, Pam Lumsden, Eileen Wilson, Sue Lee, Anna Hamilton.

Welcome: Sandra Pearse (Office Manager Designate), Two prospective PPG members.

Goodbye: Rowland Ware, while stepping down from the PPG, is joining the virtual PPG and thereby maintaining a link with the PPG.

2.0 Draft minutes of previous meeting:

2.1 Subject to amending paragraph 7.1: ie replacing "DP advised that the Histon Well -Being Champion...", with "DP advised that the Histon & Impington Mental Health and Well-Being Champion.....", the minutes were agreed.

2.2 Matters arising:

2.2.1 The provision of bicycle racks at Cottenham (para. 5.3 of 3/10 /17 minutes) remains in progress.

Action: Practice Manager - carried forward.

2.2.2 PPG members to consider standing for the Chair role.

Action: Interested PPG members to contact FTN.

2.2.3 Virtual Group members to be canvassed re. interest in the PPG.

Action: FNT to liaise with surgery for next VPRG mailing.

3.0 NHS/ Practice Up-date – (SP)

3.1 Services across the board, as reflected in the national press, remain under pressure. Postponements and restrictions on certain services at Addenbrooke's continue. Ambulance services in East Anglia have recently been a focus of media attention regarding response times, which have highlighted some significant delays. These can arise from a variety of factors including patients having to wait in the ambulance for admission to A&E. This not only creates delays before ambulances are available to respond to new calls, but also places an enormous responsibility on ambulance crew looking after patients whilst in their care. High demand on ambulances from the 111 out-of-hours service, will also have an impact on their availability to respond to 999 calls.



- 3.2 In consultation with the Cottenham High Street Surgery, a report outlining the business case was prepared at the request of the Clinical Commissioning Group (CCG), for a combined new health centre in Cottenham. The health centre would accommodate both surgeries currently operating from Telegraph Street and the High Street, whilst retaining their discrete practices. The Parish Council are involved in identifying potential sites for the health centre. NHS capital and on-going revenue funding will need to be secured before the project can be realised.
- 3.3 Northstowe is one of 10 developments in the country, selected by NHS England as a "Healthy New Town". This designation will attract additional central government funding to including £14.5m capital funding to promote a healthy and active lifestyle through initiatives such as dedicated cycle routes, green spaces to encourage leisure activities, a "Health Hub". Cambridgeshire County Council representatives have been meeting with Firs House and other local GP Practices who have registered their interest in being involved with planning health services for the new town.
- 3.4 The CCG has made funding available until the end of March 2018, for its extended GP access initiative. The aim is to mitigate the pressures of increased patient demand for appointments over the winter period, by having surgeries open at weekends, early mornings and late evenings. At short notice, take up of this facility was mixed: In Cambridgeshire as a whole, only eleven GP practices (including Firs House) offered extended hours and surgery appointments over part of the Christmas and New Year holiday period when they would ordinarily have been closed.
- 3.5 The clinical and non-clinical team members at Firs House and Telegraph Street have coped well with the challenges and pressures that the busy winter period presents. In the hiatus before the new Practice Manager takes up her post in mid-March, the reception and other admin staff have taken on additional responsibilities in an acting-up capacity, and new receptionist induction and training is proceeding very well.
- 4.0 Practice Manager Designate Introduction (Sandra Pearse)**
Sandra was warmly welcomed by the PPG; Sandra starts her position at Firs House on 12th March. She is currently practice manager at Petersfield Surgery, where she was instrumental in helping to develop the PPG.
- 5.0 PPG Terms of Reference**
It was agreed that performance of the PPG as measured by success criteria against the Terms of Reference deliverables, be carried out twice a



year instead of quarterly. The next reviews are due in April and September meetings. **Action: Chair**

6.0 PPG Roles

FNT referred to the previously circulated paper "PPG Chair - Role and Delegations" which has been updated to reflect feedback. Any PPG members whose names are not included and wish to volunteer for any delegated roles, to advise FNT. **Action: All**

7.0 Community Event 27th February: Diabetes Demystified

Posters for the event at the Baptist Church in Histon have been produced (thanks to JM), and publicity posted in community newsletters, websites, Facebook pages and on Firs House Website. JM agreed to introduce the speakers: Dr. Simon Poole and 2nd speaker.

Action: FNT to confirm 2nd speaker.

8.0 January Cambridge Area Patient Group Meeting - Key Points, Verbal Feedback.

It was the first meeting of this new group, and accordingly its focus was setting up the mechanics, how it will operate, representation, electing a chair etc.

9. Any Other Business

9.1 DP advised that the replacement Mental Health and Well-Being Champion position is being progressed; and that the first of the planned Community events, a mental health first aid course, is taking place on 22nd February at 7.30pm at the Histon and Impington Recreation Ground Centre

9.2.1 JN informed the meeting of an innovative approach by the Queen Edith Hospital (Ely,) of providing 'flu inoculations outside the clinic. Various health-related agencies and voluntary groups had stalls in a hall which had been hired for the purpose, raising awareness of their services and answering patients' queries, whilst 'flu injections were administered in a separate screened off area.

9.2.2 This interesting approach provided food for thought, on how the opportunity for health promotion and awareness could be exploited, when a number of patients were attending (the surgery) over a concentrated period to receive their 'flu vaccination.

Action: FNT to discuss feasibility with Practice Manager

10.0 Next meeting: Tues 10th April 2018, 6.15 - 7.45pm at Firs House Surgery