

MRS PPG MINUTES

THURSDAY 12th May 2022 @ 16.30

VIA SKYPE

Present:

Peter Barfield

Sarah Carpenter (MRS)

Matt Carter (MRS)

Dr Nirmalan de Silva (MRS)

Steve Essam

Jo Fried (30 mins)

Marilyn Hurst

Davina Kinzett

Vivienne Klimowicz

Lara Rogers (MRS)

Liz Taverner

Carolyne Taylor

Clare Williams

Guest Rosie Welch (Air Quality Engagement Officer CBC)

Apologies:

Kay Caldwell

1. Welcome to new members
 - Sarah Carpenter- Assistant Practice Manager
 - Lara Rogers- Surgery Coordinator
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2. Mill Road Surgery PPG has been in existence for 10 years
3. Amendments to minutes 17/02/2022
 - **(CW)** attended
 - **(VK)** distributed notes not minutes
4. Cleaner Air Presentation **Rosie Welch**
 - 1 in 20 deaths in Colchester can be attributed to air Pollution
 - The main cause is idling vehicles -traffic, schools, surgeries
 - Government funding 2019 and available for another year
 - A variety of resources have been developed and are available for local groups and organisations.
 - 17th June Clean Air Day
 - E Cargo bike library for businesses to borrow
 - E Cargo delivery service
 - Future Plans -Electric bikes/Cargo bikes for hire
5. Action points from minutes 17/02/2022
 - **(SE)** Superdrug will no longer accept blister Packs

- Colchester Borough won't accept them as they are a mixture of plastic and foil
- **(MC)** and Dr Thoroughgood are to meet 23/05/2022 to discuss the possibility of a Teracycle account
- Confidentiality Agreement has been updated, distributed, signed by all members
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6. Surgery Update

- **(MC)** gave an update on staffing
- Rooms have been converted to increase desk space and 2 more clinical rooms are to be developed.
- A new callboard is to be installed which can be customised.
- Ongoing dialogue with phone provider to make bespoke messaging e.g. inform patients when appointments are fully booked to save patients waiting in a queue.
- Ongoing dialogue with ESNEFT to agree usage of land at surgery for staff car parking. This will need to be carefully managed to ensure it is used by staff only.
- Name badges are being worn by all staff.

7. DPO update

- (DK) distributed Terms of Reference and GDPR Compliance notice
- Both are now reviewed. **(DK)** name added to Compliance notice
- Agreement on how long data is kept needs to be agreed
- **(AJ)** is to try to open suggestion box in surgery
- **(MC)** may have a master key

8. Newsletter

- A draft had been sent to members. **(PB)** Further content was discussed, and information regarding Cleaner Air will be added. Also publicise Clean Air Day 16th June
- Final draft to be circulated week beginning 16/05/2022
- **(DK)** will distribute newsletter to patients on list via Gmail
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9. Community Hopper Bus

- **(CW)** informed members that a new Myland Councillor is to take the lead on the hopper bus. He has already been in touch with **(MH)**

10. Date of next meeting

- Thursday August 18th 2022@ 19.00. It is hoped that this will be at the surgery. Microsoft Teams will also be available for members who do not attend in person.

11. A.O.B.

- **(LT)** suggested PPG discussed ways of making the attendance at the surgery more accessible etc for patients with SEN
- Surgery staff are to be Bcc on any emails sent via the group

12. Action Points

- PPG to organise a display/information on Clean Air Day 17th June at the surgery. **(MH)** to obtain resources from **Rosie Welch**
- Members to submit names to **(MH)** if they are available on the day.
- **Rosie Welch** to send information to **(PB)** for inclusion in newsletter.
- **(MC)** to locate master key for Suggestion box
- **(CT)** to look into a possible FaceBook page
- **(CT)** to organise a trial run on Microsoft Teams
- An extraordinary meeting to be convened for non-surgery staff members to discuss proposal by **(LT)** re SEN. **(CT)** to circulate possible dates.
- **(MH)** to send minutes to **(SC)/(LR)** to be laminated and displayed on PPG notice board in surgery.

13. Items for August Agenda

- Provision For SEN patients
- Greener Practice update
- Face Book Page