

Kelsall PPG Meeting

Thursday 24 September 2020

held by conference call

Minutes

Present : Caroline Stein (Chair), Alan Bottomley (Vice Chair), Michele Grant (Secretary), Dr Claire Baker, Julie Johnson, Jen Bottomley, Arthur Wycherley, Nick Kuszniir, Fiona Smith, Alan and Ann Parsons

Apologies

Rena Gardner, Monica Howarth

Minutes of the last meeting

Agreed.

Special Announcement - Changes to personnel

Caroline formally announced Humphrey was standing down as chair of the PPG and thanked him for his considerable time and efforts and outstanding contribution to moving forward the Wellbeing Hub. He remains a trustee of the trust set up to raise funding to develop the Hub. Caroline also proposed the new roles of committee members. Her thanks to Humphrey and proposed new roles were accepted by all. Here is the full transcript of what she said.

As you are all aware Humphrey Claxton has stood down as Chair of our PPG. He will continue to be Chair of the Trustees of the CIO and will now be focusing on sourcing a “partnership” with a third party, in order to make the Wellbeing Hub a reality.

It was quite clear early on, that without Humphrey’s leadership, enthusiasm and expertise the PPG would not have achieved the target we were set by the Practice, which was to raise the funds to build a Wellbeing Hub attached to the new Medical Centre. He has given an enormous amount of his time and his total commitment to the project and I wish to formally thank him on behalf of the Committee for all his efforts and valuable contributions. He will be sadly missed on the PPG but we will continue to work closely together with him as Trustees of the CIO.

Unless there are any other volunteers, then I would like to propose that I take on the role as Chair of the PPG. Michele has agreed to continue as Secretary and Alan has offered to act as Vice-Chair.

Jen will continue as Chair of the Fundraising Committee. Fiona has been concentrating on finding a third party to work with us and will continue to do so in liaison with Humphrey and the other Trustees. Nick has agreed to continue updating and managing the PPG website. It is important that we keep a degree of continuity but if anyone wants to put themselves forward for any of these positions or other roles, then please let me know now – otherwise I would like to confirm the above for the purpose of the Minutes.

Humphrey has informed the relevant groups on which he represented us as Chair of the PPG, that he is standing down.

I have since made contact with the Rural Alliance Social Prescribing Steering Group (RA SPSG) and the PPG Chairs Steering Group. I will report back once I have attended these virtual meetings, which are scheduled already.

The RA SPSG will also brief Alan in the event that he may need to take my place at any meetings.

Matters Arising from the Minutes

None not covered on the agenda

Update on the Medical Centre

Claire reported that the developers have broken ground at the site for the new medical centre. The doctors have monthly design meetings as the original building layout and facilities need to be modified to take account of new Covid best practice, e.g. non-touch locking mechanisms.

The completion date is now expected to be early 2022, taking account of the various challenges for everyone in design and construction in a Covid environment.

Planning the Flu Campaign

There are five clinics scheduled every Saturday during October from 08.30 a.m. to 4.00 p.m. and on 14 November. Jane Colville from the Parish Council has requested an additional clinic in Ashton Hayes to accommodate patients unable to travel to Kelsall. This will be held on a Friday in October.

Here is the full schedule.

3rd October 2020 – Patients aged 65 years +

10th October 2020 – All eligible Patients over 18 years

17th October 2020 – All eligible Patients over 18 years

31st October 2020 – All eligible Patients over 18 years

14th November 2020 – All eligible Patients over 18 years

The Flu Vaccination is available on the NHS to all patients aged over 65 years by the 31st March 2021 and those in at-risk groups. This year there are some additional eligible groups. Details can be found by going to www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine. Eligible patients will be contacted by staff to book them into an appropriate clinic appointment.

Claire reported that while the government want people aged 50-65 to also get a flu vaccination, currently no vaccine provision has been provided for this cohort.

Two medical teams, each of two staff will administer alternate clinics. All clinics will be held at the Kelsall Community Centre. Julie took the group through how the process will work and details of what patients need to do on arrival.

The surgery has a total of 1000 people to vaccinate. Each patient will be provided with a 5-minute time slot and the process will create a one-way system through the Community Centre to ensure it is Covid secure. Toilets will not be open to patients. The surgery has purchased a fridge to ensure the vaccines are kept at the correct temperature throughout the day. In case of poor weather and

patients arriving early, the small meeting room in the Centre will be used as a holding lobby. While it can technically hold up to 8 people and be Covid compliant, it was agreed that ideally no more than 2 people should be in the meeting room at any time. If possible, Claire would prefer the meeting room to be kept free and used as an emergency space if required. If people arrive by car and are early they should wait in their cars.

Julie reported that the telephone lines had been so busy with people booking vaccine appointments that the surgery has installed another phone line to cope with demand.

Julie and Claire have asked the PPG to provide three volunteers to be on duty throughout each of the clinic days at the entrance and exit points of the Community Centre and also in the car park. The surgery will provide PPE and hi-viz jackets as required.

The surgery will set up the Community Centre including signs on Friday. All the signing and set up has to be dismantled at the end of each Saturday session. The PPG members offered to help with this.

Action : The PPG will develop a rota drawing on the volunteers to cover all dates and liaise with Julie. Julie will also provide details sent out to patients in advance of attending the clinic (see attached to minutes).

Any Other Business

None

Date of next meetings

Next Meeting : Thursday 19 November at 5.30 p.m. via Microsoft Teams. Any apologies to the Secretary, Michele Elvin.

There being no other business the meeting closed at 18.07

How the Saturday Flu Vaccination Clinics Will Work – Instructions Issued By The Surgery

When attending your appointment you will queue outside the Community Centre.

All patients must maintain a 2 metre social distance from others.

We would advise you to take public transport or walk to the centre if possible.

Where possible you should arrive for your appointment alone.

You should not arrive more than 5 minutes early for your scheduled appointment

All staff will be wearing appropriate PPE and all patients will be expected to wear a face covering for the duration of the appointment unless exempt.

A member of staff/PPG will direct you through into the Hall from the main door where a member of the Practice Staff will take your details, use a non-contact thermometer to take your temperature and direct you the relevant bay for your vaccine to be given.

We will be operating a one way system in the hall which will be marked clearly.

Patients will exit via a separate door from where they are admitted.