

**CARNOUSTIE MEDICAL GROUP  
PATIENT PARTICIPATION GROUP  
Minute of Meeting held at Parkview Primary Care Centre  
on Monday 26<sup>th</sup> March 2018 at 6pm**

Present:- Chairperson – Stuart Anderson  
Minute Secretary – Ethel O’Donnell  
Ronald Macdonald , Isobel Clark  
Apologies – Lynn McGowan, Ken Drysdale  
Stuart welcomed all to the meeting

Task

<p><b>1. The Minute of the meeting on 26<sup>th</sup> February 2018</b> was taken as read and approved by Ronald Macdonald and seconded by Isobel Clark.</p> <p><b>2. Matters arising</b> – The Mental Health Worker Bid is moving forward at a better pace now and it is hoped that an appointment will be made before the end of April.</p> <p><b>3. Staffing levels</b> – Dr Bowbeer has now retired. The closing date for candidates for the posts of two new GP’s is the 27<sup>th</sup> April 2018. Irene Black, Practice Nurse has also retired and the closing date for a part time Practice nurse post is 16<sup>th</sup> April 2018.</p> <p><b>4. PPG leaflets</b> – James is working on the layout of a new leaflet using the information Stuart has collated. Stuart applied to the Haven for funding, but his application was too late for this distribution of funds. He was advised to submit another request and it may be addressed before the next annual allocation of funds. Ethel advised that it may be worthwhile writing to the For Carnoustie Charity shop for funding. She agreed to attend to this.</p> <p>Stuart has a cost of £300 for printing 300 leaflets from Premier Printers in Arbroath. They can also assist with graphic design. An order would exclude VAT because it is a health related information leaflet.</p> <p>Ronald suggested including the fact that we are an independent group in the information provided in the leaflet.</p> <p><b>5. AOCB –</b></p> <p><b>1. Purpose of the PPG</b> - A discussion on the purpose of the local PPG lead to some interesting points being raised:-</p> <ul style="list-style-type: none"> <li>i. How to increase membership.</li> <li>ii. What is absent in feedback from patients, doctors and other health professionals.</li> <li>iii. The possibility of joining with Monifieth PPG to share common information. It was felt we would still need to keep our own identities in addressing individual issues relevant to each practice.</li> <li>iv. It was agreed that with the new GP Contract being introduced in April 2018, this is a time of opportunity to promote the PPG. When we have more information on how it will be implemented we will look at ways to positively increase knowledge of the purpose of the PPG to the practice population and hopefully get new members.</li> </ul>	<p>Stuart</p> <p>Ethel</p>
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<p><b>Outcome of the discussion:-</b> 1. Stuart is to speak to Lynn regarding the possibility of a doctor attending our meetings to discuss ways on how we can help increase patient knowledge and awareness on how they can get the maximum benefit from an appointment with their doctor.</p>	Stuart
<p>2. Stuart will ask Lynn if we can get information from the patient’s suggestion box to help us understand the problems patients perceive and find a way to resolve some of the issues if they fall within the remit of the PPG.</p>	Stuart
<p><b>2. Purpose and Aims &amp; Objectives of the PPG</b>  Ethel asked what the definitive Purpose and Aims &amp; Objectives of the local PPG are.  Ronald circulated a copy of the Terms of Reference for the Carnoustie PPG. The group felt it needed to be reviewed and modified to bring it up to current perceived responsibilities of the group.  Ethel will forward it to the members to review it and bring suggestions for discussion at the next meeting, to update it.</p>	Ethel
<p>With business complete the meeting closed at 7.45pm</p>	
<p>Ethel O’Donnell</p>	
<p>Minute Secretary  26<sup>th</sup> March 2018</p>	
<p>Minute approved - Stuart Anderson</p>	<p>Date – 30<sup>th</sup> April 2018</p>
<p>Seconded – Ronald Macdonald</p>	<p>Date- 30<sup>th</sup> April 2018</p>