

**CARNOUSTIE MEDICAL GROUP  
PATIENT PARTICIPATION GROUP**

**Minute of Meeting held at Parkview Primary Care Centre  
on Monday 29<sup>th</sup> April 2019 at 6pm**

**Present – Chairperson – Stuart Anderson**

**Secretary – Ethel O’Donnell**

**Treasurer – Ken Drysdale**

**Committee – Isobel Clark, Maureen Wilkie, Alan Gall, Eddie Wilmott, Margaret McKinlay,  
Kathleen Macdonald**

**Business Manager – Lynn McGowan**

**Apologies – Anne Gosling, Jeanne Kirk**

**Task**

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| <p><b>1. Stuart welcomed all to the meeting and gave apologies as above.</b></p> <p><b>2. The Minute of the last meeting on 25<sup>th</sup> March 2019</b> was taken as read and approved by Maureen Wilkie and seconded by Alan Gall.</p> <p><b>3. Matters arising – There were no Matters arising from the Minute.</b><br/>Eddie noted that the month of the Gala Day was incorrect in the Minute. It was recorded as June instead of July.<br/>Eddie advised the meeting that sadly Howard Evans had died.</p> <p><b>4. Stuart introduced Angela Murphy, Lead Physiotherapist with Angus Health and Social Care Partnership who gave an outline of the Physio First Service which will now be known as First Contact Physiotherapy.</b> This service started 3 years ago at Brechin Health Centre when the Medical Practice was taken over by the Management of Tayside Health Board. The GP Partners took the decision to pay for a one year contract of the service to see if it would be beneficial to patients. The service is run by Advanced Physiotherapist Practitioners who assess, advise and make referral if required for people with muscular and joint conditions. It is a popular service and is based on a Hub model where people will be seen at a central point. Patients have liked the service and an evaluation has been carried out as the fixed term contract has come to an end at Carnoustie. Although it began with a Drop-in system in Brechin, due to staffing levels, the Physio First service will have to relocate to Arbroath Infirmary on an appointment system basis, hopefully by the beginning of June 2019 – but at some time in the future, the service would relocate back to Carnoustie Medical Group. It is anticipated that patients will contact the practice to be issued with a contact number to arrange a Physio First appointment.<br/>Physio First contact is with an Advanced Physiotherapist for assessment and advice only. If urgent referral to Physiotherapy or Orthopaedics is required, this can be done by Physio First rather than patients having to go and see their Doctor. Urgent patients will normally be seen within 2 weeks for Physiotherapist, referrals to Orthopaedic department can take a bit longer.<br/>The service is proving to be beneficial in diagnosing orthopaedic problems and with early treatment of conditions it is reducing the time of treatment and referral to Orthopaedic services.<br/>Other benefits are that Advanced Physiotherapists can record directly in to patient’s records thus reducing the need for letter writing communication between professionals.<br/>When ‘Vision Anywhere’ (computer system) is up and running and more Advanced Physiotherapists are trained, the service will be rolled out to other areas. Only experienced Physiotherapists at Band 7 level can deliver this service.<br/>Angela answered questions before being thanked for delivering such useful information.</p> |  |
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| <p><b>5. Financial Report</b> – The Treasurer reported the Bank balance remains at £300.</p> <p><b>6. Update on Flyer/Newsletter distribution</b> – Stuart reported he had been advised that 75% of the deliveries had been done by the end of last week. Yeaman Street has had it delivered twice, on 23<sup>rd</sup> April and 28<sup>th</sup> April. The concern is that this will have needlessly used a considerable number of copies of the Flyer. Stuart will speak to Kenny Lee about this. There have been some positive responses from people who have received it.</p>   | Stuart          |
| <p><b>7. Update from the sub-group on housing development and effects on health care.</b> – Stuart has been unable to source any information from the Library or from Internet searches. Ethel found a document of ‘Settlement Statements, Village Directory and Development Boundary Maps’ for Carnoustie and Barry on the Angus Planning Department website. This document discusses Angus Council’s development strategy for Carnoustie &amp; Barry with a map showing existing, allocated and opportunity building sites in the town.</p> <p>From a Newspaper report which resulted from consultations of proposed developments an interesting comment by a local Councillor highlighted a need for us to have continued awareness of future increase in housing stock and its impact on local health care services. The comment indicated that there would be a significant increase in house building over the next 10 to 20 years in Carnoustie.</p> |                 |
| <p>It was agreed we have collated valuable information on past, current and proposed developments, types of housing stock along with numbers of people in residential care establishments who impact on local health care services. Our findings have also shown that the medical/nursing/patient ratios are within the national guidelines. There is a small shortfall in the administrative ratio but this is not of significant proportion to cause concern at this time. Ethel agreed to write up a formal summary of the findings for future reference. At this time there is no case to be pursued and it will be held in abeyance until circumstances dictate otherwise.</p>   | Ethel           |
| <p><b>8. Gala Day – Saturday 6<sup>th</sup> July 2019 –</b></p>   |                 |
| <p><b>a. Gazebo, table and chairs</b> – Ethel will provide these and organise the pitch. She will request a pitch next to the Girlguiding Face painting stand where parents and children congregate, in the hope it will bring more adults to our stand.</p>  | Ethel           |
| <p>Maureen raised the issue that setting up takes time and manpower. Ethel reassured her, this was all in hand.</p>   |                 |
| <p><b>b. Manning the stand</b> – Stuart, Isabel and Margaret will be available on the day. Ethel, Ken and Kathleen have commitment to other organisations but may be able to help.</p>  | All             |
| <p><b>a. Quiz</b> - Isabel has an outline of a Quiz related to highlighting the services provided by Carnoustie Medical Group. Isabel accepted Lynn’s offer to get a member of staff to collate and print the Quiz. There will be a prize for the winner.</p>   | Isabel/<br>Lynn |
| <p><b>c. Hook a Duck</b> – Eddie has ducks and will also provide hook rods for this activity. Ethel will get a paddling pool, watercarriers and organise the water to fill the pool. Small prizes will be purchased for winners.</p>  | Eddie/<br>Ethel |
| <p><b>d. Sand Treasure Hunt</b> – Eddie proposed having an old-fashioned style treasure hunt. Ethel will provide the trough, sand and wooden pins for this.</p>   | Ethel           |
| <p>A nominal charge will be made for the above 2 activities, a ‘float’ will be required for this.</p>   |                 |
| <p><b>e. Advertising materials</b> – it was agreed to have an A4 sheet with the Flyer information on one side and a Summer Practice Newsletter on the other to hand out on the day. A5 PRG information sheets could also be useful. Eddie suggested attaching the Flyer/Newsletter to the Quiz sheet to combine information being given out. For further discussion at early June meeting.</p>  |                 |
| <p><b>f. Banner</b> to display on the stand. Ethel will make one up. Lynn suggested having helium balloons to brighten the stand and draw people’s attention – thereby attracting more visitors</p>   | Ethel           |

to the table. Purchase of these will be discussed at next meeting.

**g. Personalised pens** – Stuart has sourced pens at a cost of £50 for 50 pens. It was agreed that this may not be the most appropriate event to maximise use of personalised pens and that this should be left for an event where a higher profile of such advertising would be of greater benefit.

**h. Bran tub** – Ethel has priced toys for a Bran Tub but it could prove to be costly and may not be cost effective. Usually there a several stands at Gala Day giving out such toys. Finalising details for this event will be done at next meeting.

**9. Waiting room video** – Stuart, Isabel and Eddie attended a meeting along with other Medical Centre care providers to discuss making a new loop video for the waiting area. Clint Beattie a local photographer was in attendance to asses if he could be involved in filming this.

It is proposed that the PRG will set up a committee meeting where members would discuss relevant subjects to portray the function of the group while highlighting some of the problems faced by Carnoustie Medical Group. DNA's, difficulties in getting an appointment and car parking were suggested topics which may be suitable.

The group was asked to bring ideas to the next meeting for further discussion and to decide on the topics and plan how we proceed.

There is no set time limit on doing this but it was suggested to get the PRG part done by Gala Day. When we are ready to film, Lynn will contact Clint.

**10. Practice Updates** - Lynn had no updates on Practice information.

#### **11. AOCB**

**i. Car Park** - Eddie asked if it could be possible to utilise other accesses to the Medical Centre to have an 'In-Out' system for cars. Lynn explained that the car park has a private landlord and has communal use between Boots the Chemist, Angus Council and PPCC users and that this would be difficult to do.

**ii. Office Bearer's** - Isabel has withdrawn her offer to be Minute Secretary and Ethel intimated she would prefer to stay as Minute Secretary and for someone else to take on the role of Secretary.

With the number of members now on the committee there should be no need for one person to take on dual roles. Isabel accepted Lynn's offer for her to be the rep. for the SWLIG group. However Stuart was reluctant to give up this position and Lynn is to ask the Lead of the group if this can be a shared post.

In the absence of a volunteer to take on the Secretary role, Ethel agreed to cover it until someone is found.

With business complete the meeting closed at 7.30pm

**Date & Venue of next meeting – Monday 3<sup>rd</sup> June 2019 at 2pm in PPCC.**

Ethel O'Donnell

*Ethel O'Donnell*

Minute Secretary

30<sup>th</sup> April 2019

Minute approved –

Date –

Seconded –

Date –

All