

Academy Medical Centre Patient Participation Group

Notes of the 8th Annual Review Meeting held on Tuesday 11th December 2018

- 1. Chairperson Libby welcomed committee members to the meeting;** Diane Meek and Ashley MacGregor were in attendance from the practice.
Apologies were received from; Linda Spence, Michael Aiton, Allan Barker, Mary Hardie, Molly Anderson, Braden Davey, and Muriel Fairley.
- 2. Notes of the meeting held on Tuesday 13th November 2018** – were read and approved.
- 3. Matters arising from the notes not on the agenda** – None
- 4. Treasurers report** - Gordon reported the balance of account stands at £279.09p Wifi contract expires 2nd February.
- 5. Service delivery and practice update** - Diane reported that a further flu drop in clinic took place and another 170 patients were vaccinated. Seventy five percent of adults over 65 have been vaccinated but it is still difficult to encourage eligible under 65s to be vaccinated.
- 6. Academy PPG patient survey update** – Libby circulated the draft cover sheet for the patient survey feedback, which was agreed by committee without change but will be circulated to the GPs for comment before implementation.
- 7. PPG annual review**
 - (a) Chairpersons report** - Libby presented her annual report to committee, highlighting the various activities carried out by the group throughout the year. Her report gave a special mention to Gordon Snedden, a founder member of the group, retiring after eight years service as our treasurer and committee member. She thanked Gordon for his contribution to the group and wished him well for the future.
 - (b) Treasurers annual accounts** – Gordon circulated the annual accounts to committee which have been verified.
 - (c) Updated terms of reference** – After review a few changes have been made to the document which was agreed by committee.
 - (d) Election of chairperson** – Libby is prepared to stand for re-election as chairperson for a further year, proposed by Gordon Snedden seconded by Gordon Peterkin.
 - (e) Election of secretary** – Marion is prepared to stand as secretary for a further year, proposed by Libby Souter, seconded by Ann Watt
 - (f) Election of treasurer** – As there are no committee members prepared to stand as treasurer at the moment the PPG bank account will be administered by Libby Souter and Marion Fenwick
 - (g) PPG bank account signatories** -Libby Souter and Marion Fenwick, proposed by Gordon Peterkin and seconded by Ann Watt
- 8. Voices workshop material** – The workshop material was circulated to members and a discussion took place as to the value of the workshop to the group. It was decided to leave meantime and perhaps revisit next year.
- 9. Publicity and website** – It was noted that there are some inaccuracies on the PPG page of the website. Members are asked to look over the PPG web page and report to Diane any errors.
- 10 AOCB** – None
- 11 Date of next meeting** - Please note, change of date Tuesday 15th January, 2019 at 5.30pm.