

Academy Medical Centre Patient Participation Group 12th Annual Review Meeting held on Tuesday 13 Dec, 2022 at 5.30pm

Chairperson – Linda Spence, Note taker – Libby Souter

1. **Welcome & Apologies** - Linda welcomed everyone and apologies from Diane Meek, Allan Barker, Muriel Fairley and GP representative
2. **Notes of meeting** - held on Nov 8th 2022 were read and approved
3. **Matters arising** - from the notes, not on the agenda – None
4. **Finance report** - The 2022 Finance report was circulated approved by the group and signed by Marion Fenwick and Libby Souter. **Balance £368.38**
5. **Service delivery and practice update** - Practice Manager Diane Meek is leaving the practice and a Temporary Manager will be in place until the position has been filled. Susan Clark Advanced Practice Nurse will start at the practice four days a week on the 19th Dec 2022 and Amy Sangster Team 2 Administration leaves 22nd Dec 2022. Business Manager Keith Buckingham has been employed for six months to provide GP's with better financial understanding and projections for the future and Practice Manager hand over.

Dr Bird returns as a locum for two shifts 19th Dec 2022 and 9th Jan 2023 with the hope to employ Dr Bird in more regular remote sessions.

Most of the Christmas boxes have been delivered and a thank you from the practice for all thoughtful and kind donations.

Development of a Mental Health Hub piloted in Montrose for the North East with weekly remote meetings for staff and peer workers to make service more joined up, easier for patients to access the service.

Pen Cycle scheme Initiative invitation to all pharmacists for pre-filled pen Recycling Scheme to help give empty pens a new purpose.

The practice has received several emails regarding access. The group felt that a response to those emails explaining the National GP crisis might be a good idea.

6. Annual Review – No annual report

Terms of reference – current version agreed

Code of conduct – current version agreed

Review of Annual Accounts – prepared by Libby Souter agreed by the group and signed by Libby Souter and Marion Fenwick

7. Committee Nominations.

Chairperson - It was agreed by the group to rotate the Chairperson role.

Note Taker – It was agreed by the group to rotate the Note Taker role.

Treasurer - Libby Souter nominated as Treasurer, Marion Fenwick proposed and Linda Spence seconded.

8. Health campaign – To be circulated and reviewed at next meeting.

9. Publicity and practice website – Winter newsletter published

10. DONM – 10TH January 2023 5.30pm