

Academy Medical Centre Patient Participation Group

Notes of meeting held on Tuesday 10th January, 2023

Chairperson Marion Fenwick

Notes Muriel Fairley

- 1. Welcome and apologies – Attending from the practice staff Diane Meek and Ashley McGregor. Apologies received from Allan Barker and GP partner.**
- 2. Notes of meeting held on Tuesday 13th December 2022 – were read and approved.**
- 3. Matters arising from the notes not on the agenda – None**
- 4. Finance report – the balance of account is £368.88p**
- 5. Service delivery and practice update – Amy has left the admin department to take up a new appointment. Kay Fleming retires on the 20th January. A new staff member has been appointed to the admin/reception department. Operations Manager post has been advertised and interviews are to take place shortly. New Operations Manager when appointed will decide additional signature on PPG bank account.**
- 6. Health campaign calendar review – Suggestions have been made, calendar will be updated for next meeting.**
- 7. Future of PPG information desk – It was agreed that the information desk should be cleared of all old and out of date leaflets and booklets as a first step.
Ann and Marion to start next week.**
- 8. PPG notes and approvals – notes of meetings to be forwarded to Ashley meantime until new Operations Manager appointed.**
- 9. Publicity and practice website – all updated.**
- 10 Chairperson and note taker for next meeting – Chair Libby Souter, Notes Linda Spence.**
- 11 AOCB – None**
- 12 Date of next meeting – Tuesday 14th February 2023 at 5.30pm**