

Academy Medical Centre Patient Participation Group

Notes of Meeting held on Tuesday 14th November 2023

1. Welcome – Members welcomed Teresa Forbes to the meeting representing the practice.

Apologies – were received from Nazaneen Mohammed

2. Notes of the meeting held on 10th October 2023 – were read and approved.

3. Matters arising from the notes – Outside chair – Ann reported that she had a discussion with a representative of the Forfar Mens Shed who intimated that they would be happy to make the chair at cost however it was noted that hardwood was very expensive at the moment. Awaiting the various approvals.

4. Finance report – Libby report that the current balance of account stands at £412.19p

5. Service delivery and practice update – Teresa reported (a) that the new patient call screen was now up and running in the waiting room. (b) The practice was currently recruiting an admin staff member. (c) There will be an upgrade of the telephone system for administrative purposes which will enable the monitoring of phone calls – peak times etc.

6. Review of documents for annual review meeting – Ground Rules, members agreed an amendment. Terms of Reference – Members agreed small changes to the document.

7. Health campaign calendar – December normal festive campaigns, as well as World Aids Day, and National Grief Awareness.

8. Publicity and practice website – up to date.

9. Chairperson and note taker for next meeting – Chair Marion Fenwick, Notes Allan Barker.

10 AOCB – None

11 Date of next meeting – Annual Review Meeting Tuesday 12th December, 2023 at 4.30pm