

Meeting Minutes			
Meeting: Ashgrove Patient Participation Group		Time: 10am	Date: 24.01.2020
Venue: Ashgrove Health Centre			
Attendees:		Apologies:	
Agenda Item Number:	Action / Description	Who?	Timescale
Apologies and Welcome	Apologies received from PA. PS advised that there has been expression of interest in the PPG from another 3 people. It is intended to invite them to the next meeting of the PPG.		
Notes of last meeting	The minutes of the last meeting were agreed as accurate.		
Updates from last notes	Update on actions was given: <ul style="list-style-type: none"> The PPG poster is now included in the rotating display in the library. Information about the PPG is included in the current practice newsletter. 		
Ashgrove draft terms of reference	The example Terms of Reference were discussed. Action: SMcL to update the Terms of Reference. Feedback to be given on this, following which it will be the final version; to be reviewed after a period of time.	S McL	01/02/2020
Advertising Patient Participation Group and activities	The PPG section on the website currently includes a copy of the poster and a signup form. It was agreed that the minutes of the group should be put on the website also along with the newly agreed Terms of Reference. Information about the PPG is on the rotating display in the library. It was noted that it would be helpful to have a table there also. PH to approach library staff. A poster is included in the community noticeboard. AK agreed to approach members of the Women's Social Services Club and the Young at Heart groups to see if any of them would be interested in the PPG. EK agreed to contact Cyrenians to give them a poster and promote to the group with their members. It was agreed that patients could sign up just to receive information and contribute by email. This may be a preferred way for those unable to attend meetings.	All/PH PH	Ongoing 15/02/2020
Other Discussions/priorities	The practice is keen to get information about the services they have out to patients and to use the PPG as a channel for this. It was suggested that a booklet on the services could be produced and the PPG could work with the practice to develop this. EK to email practice leaflet, poster and signposting leaflet to the group. These items to be discussed at the next meeting. The practice provides primary care information quarterly for Scottish Government. They also gather information	All	Apr 2020

	<p>on their 'Did not attend' appointments. The practice is happy to share this type of information with the PPG. Discussion took place on how to link with those who are less likely to participate in giving feedback, particularly the homeless unit in Blackburn. It emerged that information about registering with the practice may not be given out correctly in all cases. EK to ensure that practice admin staff are aware of the correct information. It was noted that there is a welcome pack at the homeless unit which includes the phone number of the practice. It was suggested that this is supplemented with the practice leaflet.</p> <p>Blackburn has an active youth forum that is keen to have a day looking at the issue of mental health. JW to share information from other areas in Scotland with AK.</p>	EK	01/02/2020
		JW	01/02/20202
4 AOCB	None		
5 Date of Next Meeting	The next meeting will take place at Ashgrove Group Practice on Friday 28 th February 2020 at 10 am		