

<u>Meeting Minutes</u>			
<u>Meeting:</u> Ashgrove Patient Participation Group		<u>Time:</u> 10am	<u>Date:</u> 29.11.19
<u>Venue:</u> Ashgrove Health Centre			
<u>Attendees:</u>		<u>Apologies:</u>	
Agenda Item Number:	Action / Description	Who?	Timescale?
Apologies and Welcome	It was noted that one of the other people who had expressed an interest in the PPG was not at this point available to fully participate but was happy to be kept in touch with developments.		
Notes of last meeting	The minutes of the last meeting were agreed as accurate.		
Updates from last notes	<p>Update on actions was given:</p> <ul style="list-style-type: none"> • Example Terms of Reference have been shared. • No person has yet indicated that they were interested in taking on the role of Chair. It was agreed that as the group is only in its formative stages and with limited interest from patients at present, those currently engaged would be able to operate without a Chair and with support for a period of time from Scottish Health Council. • Pamela advised that the suggestion of health visitors attending PPG meetings had been discussed with the GPs. The GPs were agreed that the meeting notes would be shared with health visitors and other community staff and these staff would be able to feed back to the practice. If there was a topic that would particularly benefit from health visitor or other staffs' attendance, then that would be supported. 		
Ashgrove draft terms of reference	<p>The example Terms of Reference were discussed.</p> <p>Action: SMcL to update the Terms of Reference based on the discussion and share for further comment.</p>	S McL	13/12/2019
Advertising Patient Participation Group and activities	<p>JW noted that at the Howden Practice in Livingston, the PPG has a board where they place the minutes of their meetings. They also send these to people who have signed up to receive them.</p> <p>PS advised that there is now a PPG section on the Ashgrove website. Currently it has the poster and sign-up form but the intention would be for minutes of the meetings to be published there.</p> <p>The need to make patients aware of what discussion is happening was raised. This would help in attracting new members.</p> <p>It was agreed that having a stand in the library adjacent to the Practice would help with this. Minutes and</p>	ALL	

	<p>promotional materials could be placed there. Having posters and other items that were visually attractive was important.</p> <p>A Practice newsletter is produced quarterly. PS suggested that something about the PPG could be put in the next one to be published.</p> <p>The patients at the meeting have good community contacts and agreed to promote the group through these.</p>		
Other Discussions/priorities	<p>It was noted that it would be good for the PPG to have an understanding of the patient profile and how this affects the Practice as well as the healthcare challenges in the community. Information about “Did not attends” can also be shared.</p> <p>Other suggestions for actions to be taken forward by the PPG in future were:</p> <ul style="list-style-type: none"> • Developing a method for gathering view form the community in a targeted way e.g. through the Blackburn Homeless Unit. • Using the rotating display in reception to share messages about or from the PPG. • Using the Community Centre part to reach out to the wider community. 		
4 AOCB	None		
5 Date of Next Meeting	The next meeting will take place at Ashgrove Group Practice on Friday 24 th January 2020 at 10 am		