



## Minutes of PPG meeting held on 22 May 2024

**Patient member attendees:** Steve Billingham (Chair), Alan White (Deputy Chair), Donald Gordon, Bruce Masson, Myra Stewart, Amanda Brodie

**Practice Member Attendees:** Dr Hamish Shearer, D. Mark Grandison, Kerry Donaldson (Secretary)

**Apologies:** Neil Smillie, John Greensmyth, Claire Drewitt, Anna Feist.

### Minutes

1. Action points from the last meeting (28 February 20224) were reviewed and signed off as completed
2. Steve welcomed Amanda Brodie to the group. Amanda still requires to sign the constitution.
3. Dr Grandison delivered a presentation outlining the range of services provided by the practice and the background to why some services, which were previously provided locally, have now been moved.
4. Lengthy discussion to agree the use of the newly created face book page. It was agreed regular news bulletins would be posted on the practice website and a link would be sent out via face book. Suggested content was agreed. Steve recently submitted an article to the local magazine Fountain introducing the PPG. It was agreed to continue using this as a platform.
5. There was discussion around the wording of the "holding response" email. Amended version to be submitted to the Practice members for approval. Kerry Donaldson will monitor the PPG email inbox. All patient feedback, comments and ideas will be circulated and collated for discussion at next PPG meeting. Any feedback received which may require more urgent discussions will be brought to the attention of the Practice members and the PPG group.
6. Alan suggested holding a PPG Patient information day. Alan to explore further i.e. venues, date, materials etc required and feedback to PPG members.
7. The meeting closed at 21.00 pm with the date of the next meeting agreed for 28 August 2024.

Minutes prepared by: Kerry Donaldson