



## Minutes of PPG meeting held on 28 August 2024

**Patient member attendees:** Steve Billingham (Chair), Alan White (Deputy Chair), Donald Gordon, Neil Smillie, John Greensmyth, Claire Drewitt, Karen Henderson and Anna Feist

**Practice Member Attendees:** Dr Hamish Shearer, Kerry Donaldson (Secretary)

**Apologies:** Bruce Masson, Amanda Brodie

### Minutes

1. Action points from the last meeting (22 May 2024) were reviewed and signed off as completed. Kerry advised no further action was required with Data Protection/GDPR registration as we not using patient personal data. Steve highlighted the PPG was not on the drop down menu of the practice website. It was agreed not to but the PPG on the drop down menu as the PPG button was already on the front page of website.
2. Alan White gave a detailed report from the Patient Information and Engagement events which took place in Aboyne on 25 July and Tarland on 26 August 2024. It was felt both events had been a success promoting the PPG to patients. There was some negative feedback to the practice from a couple of patients. Discussion how often these events should take place it. Committee to look at holding the event out with the practice to meet the “well patients” in a different environment e.g. Farmers market. Review at a further meeting when to repeat this type of event.
3. The Committee are keen to develop a 12 month plan. The PPG are independent of the Practice and one of its role is to allow for the practice to have better engagement with the community and disseminate information to patients when required. Dr Shearer suggested several areas that the committee could consider taking forward
  - Arrange a Patient information evening – e.g. inviting local pharmacy, Partners giving feedback what is happening with local services e.g. Aboyne Hospital, etc. Patients could submit questions prior to the event.
  - Previously it was highlighted the Practice logo was out of date. Dr Shearer suggested contacting the school to ask pupils to create a new practice logo.
  - Investigate transport to the surgeries as this can be an issue for some patients.
  - Developing the garden at front of practice.
  - Developing links with the school.
  - Compiling a list of what clubs/services groups are available for patients in the Area.A lengthy discussion regarding engaging with patients and networking with local clubs/organisations. MDCC have a list of local clubs and businesses. It was agreed a planning group would be formed – to look at moving things forward.
4. The process for appointing new members to the PPG – applications submitted would be considered at the next meeting. Minutes of PPG meeting are available on the website for all patients to view. For patients who do not have access to an electronic device paper copies can be obtained from the Practice upon request. Claire mentioned she may have a pupil who may be interested in becoming a member.

5. The meeting closed at 20.45 pm with the date of the next meeting agreed for 27 November 2024 2024.

Minutes prepared by: Kerry Donaldson