

MONIFIETH PATIENT ADVISORY GROUP
ACTION POINTS OF MEETING HELD ON 19 FEBRUARY 2020

DATE OF MEETING	AGENDA ITEM	HEADING	ACTION POINT	LEAD PERSON	ACTION BY DATE
19/2/2020	1	Apologies	Apologies for absence were submitted from Anne Dodds, Bill Harper, Pam Hodge and Shirley Millar	Irene Cairnie	15 April 2020
	2	Draft Minute of previous meeting held on 20 November 2019	Approved and agreed that the minute be signed by the Chairperson & displayed on the Patient Advisory Group Notice Board	Irene Cairnie	25 February 2020
	3	Matters arising			
	(a)	Position of Chairperson / Vice Chairperson and Succession Planning	Edith Christie was unanimously appointed as Chairperson. Succession planning to be considered at the next meeting	Edith Christie	15 April 2020
	(b)	Terms of Reference	Approved. New Terms of Reference to be displayed on Patient Advisory Group Notice Board	Edith Christie	25 February 2020
	©	Recruitment of members	The group noted the report and agreed to consider the matter following the presentation by Karen Rankine	Edith Christie	15 April 2020
	4	Standing items			
	(a)	Practice Manager's report			
	(i)	Monifieth Housing Plans (Angus Council)	The Group noted the position	Eric Blyth	n/a
	(ii)	GP Recruitment	The Group noted the position	Eric Blyth	n/a
	(iii)	Patient Transport Initiative	The Group noted the position	Eric Blyth	n/a
	(iv)	Electronic Document Handling	The Group noted the position	Eric Blyth	n/a

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	(b)	Treasurer's Report By Enza Gibson	The group noted the position and agreed that (a) that the Bank Signatories list would be amended to remove Eric Blyth and add Edith Christie and (b) that the treasurer retain a £50 float for petty cash purposes	Enza Gibson	15 April 2020
	5	Patients access to the building from 7.45 am Edith Christie	The Group noted that the present arrangement whereby patients queue outside in the morning until the Practice opens at 8 am would cease and that with effect from 2 March 2020 they would be admitted to the building to form a queue inside from 7.40 am.	Eric Blyth	2 March 2020
	6	Glossary of terms	Noted for information	Edith Christie	Review in 1 year
	7	Misuse of car park Eddie Mahoney / Provision of a Pedestrian crossing on Victoria Street Irene Cairnie	Following discussion the group noted the position that (a) Eric would consider signage or other methods to prevent misuse of the Practice car park and (b) Irene would pursue the provision of a Pedestrian Crossing near to the Medical Practice.	(a) Eric Blyth (b) Irene Cairnie To report back to the next meeting on progress	15 April 2020
	8	Annual timetable and Date of next meeting	Agreed	Edith Christie / Group	15 April 2020

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	9	General Data Protection Regulations (GDPR) Edith Christie	The group agreed that members (a) would be required to sign the declaration regarding the holding of personal data, by automated or other than automated means, for the Patient Advisory Group purposes and (b) approved the use of photographs for Patient Advisory Group purposes, i.e. in the press, annual report or website.	Enza Gibson to file and retain the signed copies of the GDPR declarations	Review on 19 Feb 2023	
	10	Presentation by Karen Rankine, Local Officer, Healthcare Improvement Scotland, Scottish Health Council Tayside.	The Group noted (a) the booklets which had been distributed and (b) the various publications tabled, and following consideration agreed (a) to consider all the suggestions provided by Karen Rankine, and (b) that the officers would prepare an action plan for the next year and report back to the next meeting of the group with the suggestions.	Group	15 April 2020	

14 December 2020