

**Monifieth Medical Practice
Patient Advisory Group
Meeting held on 7 December 2021**

| DATE OF MEETING | AGEND A ITEM | HEADING | ACTION POINT | LEAD PERSON | ACTION BY DATE | COMMENTS |
|-----------------------------|---------------------|---|--|--|--|-----------------|
| 7 Decemeber 2021 at 1.00 pm | 1(a) | Apologies | Apologies for absence were intimated on behalf of Elaine Birmingham, Neil Fairweather Dawn MacDermid, Eddie Mahoney, Gillian Officer, and Brenda Wighton. | | N/A | |
| | 1 (b) | In attendance | <p>Representing the Patient Advisory Group: Edith Christie, Dean Bromage, Dorothy Culloch, Anne Dodds, Enza Gibson, Joan Hay, Kerrie Howe, Margaret Lockhart, Charlotte MacCrimmon, Barbara MacMillan, Shirley Millar, Fiona McMillan, Marion Robertson, Helen Stark and Cath Young.</p> <p>Representing the Practice: Eric Blyth from 3pm and Dr Natasha Usher</p> <p>Also in attendance Vikki Merrilees, Representing Cancer Research Ninewells.</p> <p>Guests Carla Renella and Isla Whyte.</p> | | N/A | |
| | 2 | Action Points of previous meeting held on 15 September 2021 | The Action Points of meeting held on 15 September 2021 were submitted and approved as a correct record by Enza Gibson and seconded by Shirley Millar. These will be signed by the Chairperson and displayed on the Practice Patient Advisory Group Notice Board | EC | Done 9 December 2021 | |
| | 3 | Matters arising | | | | |
| | (a) | Office Bearers | With reference to paragraph 3 (a) of the Action Point of 15 September 2021 positions of Chair, Vice Chair and secretary required to be filled. There were no nominees from Group for the role of Chair, Vice Chair or Secretary. | | To be re considered on 1 March 2022 | |
| | (b) | Weight Loss Group (Choose to lose) Walking Group and Balance group | With reference to paragraph 3 (b) (i) of the Action Point of 15 September 2021 there was submitted an update report on the Weight Loss Group which followed the NHS 12 week weight loss Programme, the Walking Group and the Balance Exercise group. These groups had proved to be a great success and | EC over all handover D Culloch Weight loss M Robertson Balance | New courses would be arranged in Jan 2022. | |

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| | | | <p>more courses would be arranged in Jan 2022. Group could be shared with the Monifieth Befrienders Group using MP Church Hall as the venue. It was also suggested that a Facebook page be setup for the walking group. A link person from the Practice is requested to provide the Weight Loss Group with eg, BP checks every 3 to 4 meetings.</p> <p>The group would consider Citizens Advice Bureaux for a lawyer to speak at the Menopause Group with regard to workplace interventions. The group noted the terms of the report and also the Final Evaluations which were submitted by email for information.</p> | <p>group Bev Gibb Walking Group. Menopause Group vacant</p> | <p>Including the Menopause Group.</p> | |
| | (c) | Purchase of Defibrillators and CPR training | <p>With reference to paragraph 3(d) of the Action Point of 15 September 2021 there was submitted a report providing an update on the latest position regarding the provision of Public Access Defibrillators in Monifieth.</p> <p>The Patient Advisory Group funding had now provided three defibrillators at 1) Coplands Garage, 82 Ferry Road Monifieth 2) Monifieth Medical Practice and 3) The Premier Convenience Store at 65 Mortimer Drive Monifieth.</p> <p>This added to the three provided by Neil Fairweather at the Monifieth Library, High Street, A. Mastertons Solicitors and The Milton Inn.</p> <p>The Group noted the terms of the report that (a) the recent funding bids had not proved successful but this would continue and (b) Daryl Barr continued to support this fund raising through the 'Just Giving' page and his</p> | <p>EC EG SM to progress</p> <p>Shirley Millar & Daryl Barr Fund raising</p> | <p>Progress report on at next meeting.</p> | |

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| | | <p>business for which the group were very grateful.</p> <p>The Group also wished to thank Lynn Lawrence for her advice and support during the installation of the defibrillators and noted that Lynn was to carry out CPR training for the Patient Advisory Group members in January. The owners of the buildings where the defibrillators had been installed would be invited to attend this training.</p> <p>Lynn agreed to remain Guardian of all the Monifieth defibrillators until Jan 2022 then, after training, they would be transferred to the Patient Advisory Group <u>Primary Guardians</u> as follows:</p> <p>Daryl Barr - Monifieth Medical Practice Victoria Street, Monifieth, DD5 4HR Dorothy Culloch - Coplands Garage 82 Ferry Road Monifieth Anne Dodds - Premier Store 65 Mortimer Drive Monifieth.</p> <p><u>The secondary Guardians were as follows:-</u></p> <p>Eric Blyth - Monifieth Medical Practice Victoria Street, Monifieth, DD5 4HR Fiona McMillan - Coplands Garage 82 Ferry Road Monifieth Cath Young - Premier Convenience Store 65 Mortimer Drive Monifieth Neil Fairweather -1.Monifieth Library, 50 High Street, Monifieth, DD5 4AE 2. Alan Masterton, Solicitors, 12-14 Maule Street, Monifieth, DD5 4JN 3. The Milton Mill, Grange Road, Monifieth, DD5 4LU</p> | <p>Fiona Mc Millan and Anne Dodds were the contact for the CPR training</p> | | |
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| | 3(d) | Patient Advisory Group Membership | <p>With reference to paragraph 3 (c) of the Action Point of 15 September 2021 the Group</p> <p>(a) noted the Resignation of Linda Weir and that a thank you email had been sent, and</p> <p>(b) welcomed Dean Bromage, Barbara MacMillan, Carla Renella and Helen Stark to their first meeting of the group.</p> | EC | | |
| | 3 (e) | Support Dogs Charity – used stamp collection by the Practice | <p>With reference to paragraph 3 (e) of the Action Point of 15 September 2021 the group noted that (a) Shirley Millar had continued to collect and prepare the used stamps for the Support Dogs charity and (b) expressed their appreciation for her work in this regard.</p> <p>Shirley arranged a Zoom meeting with the Support Dogs staff and users and the group enjoyed hearing first hand all about the work of the Charity.</p> <p>Shirley had requested to step down from the collection role and Dorothy Culloch agreed to collect all the stamps and forward them to the Charity. The group agreed to help with the trimming of the stamps and seek support from family and friends to collect used postage stamps over the Christmas period.</p> | Dorothy Culloch and all members of the Patient Advisory Group | Progress report on 1 March 2022 | |
| | 3 (f) | Coffee morning | <p>With reference to paragraph 3 (g) of the Action Point of 15 September 2021 the group noted that the Coffee Morning in aid of Cancer research, Ninewells had taken place on 20 Nov 2021 in Monifieth Parish Church, High Street, Monifieth</p> <p>The event raised £5,500 and the cheque was presented at the meeting to Vikki Merrilees from Cancer Research Ninewells who gave her thanks and talked of the work being carried out. There is a possibility of a lab talk in the Spring.</p> | NFA | | |

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| | | | <p>The lead, Cath Young, expressed thanks to all members of the group for all their help at the event. A photograph of Vicki receiving the cheque was taken and will be displayed at Ninewells hospital.</p> | | | |
| | 3 (g) | Listening Service | <p>With reference to paragraph 5 of the Action Point of 15 September 2021 there was submitted report by Dorothy Culloch regarding the Listening Service for information.</p> <p>The Monifieth Medical Practice would be contacted with the name of a Listener as soon as possible.</p> | EB | | |
| | 3(h) | Dundee University Internships | <p>With reference to paragraph 6 of the Action Point of 15 September 2021 There was submitted report by Edith Christie explaining that Richard Pool, Employer Engagement Manager, Careers Service at Dundee University had advised that it would not be possible for a student to be given an Internship with the Patient Advisory Group to carry out various Courses next year. The group agreed that there was a need for these courses but the management and delivery of them was considerable and it may be that going forward the Patient Advisory Group would not have resources to do this work. Accordingly, the Patient Advisory Group would consider whether to reapply in the future if necessary.</p> | NFA | | |
| | 3(i) | Housing plans for Monifieth | <p>With reference to paragraph 7 of the Action Point of 15 September 2021 there was submitted report detailing the latest position regarding proposal of application Notices which had been submitted to Angus Council by Barratt North Scotland to build 300 new houses on farmland between the former Ashludie Hospital site and the A92 in Monifieth.</p> <p>Fiona McMillan and Dean Bromage (a) explained the</p> | Fiona and Dean to monitor the position | | |

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| | | | terms of the report and (b) agreed to monitor the position in relation possible increased patient capacity at the Practice and (c) noted that the Health Board would comment when an application had been submitted. | | | |
| | 4. | Standing Items | | | | |
| | (a) | Treasurer's Report | <p>With reference to paragraph 4(a) of the Action Point of 15 September 2021 Enza Gibson provided a verbal update on the financial position of the group. It was noted that the Balance for defibrillators is standing at £23 The funds remaining to pay for the Weight loss, Walking and Balance Groups to be carried out is £1828.59</p> <p>The Patient Advisory Group Balance is £950 and the petty cash is £50</p> | Enza Gibson | Progress report on 1 March 2022 | |
| | (b) | Practice Manager's report | With reference to paragraph 4(b) of the Action Point of 15 September 2021 there was submitted report by Eric Blyth regarding the issues which were ongoing in the Practice. | Eric Blyth | Progress report on 1 March 2022 | |
| | (c) | Practice issues. | <p>With reference to paragraph 4(b)(iii) of the Action Point of 15 September 2021 there was submitted a report detailing issues patients had raised with members of the Group since the last meeting.</p> <p>Dr Usher advised that the issue of checks for new mothers would be dealt with by the GPs in future. New mums to make appointments if they wish post-natal checks.</p> <p>Dr Usher and Dr Stewart will do the 6 week baby checks.</p> <p>To improve confidentiality and to adhere to the Data Protection Act, the receptionists would be reminded to take patients to a room if they had private issues to be discussed in order that the matter was not heard in the waiting room.</p> | EB | | |

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| | | | The Practice web page would be updated at the Patient Advisory Group page. | | | |
| | 5. | A Local Information System for Scotland (ALISS) Registration | <p>The group were advised that the Patient Advisory Group had been registered on ALISS (A Local Information System for Scotland) Programme which was funded by the Scottish Government and delivered by the Health and Social Care Alliance Scotland (the ALLIANCE).</p> <p>ALISS believed that the people of Scotland living with long term conditions, disabled people and unpaid carers should be able to access the information they need to help them live well.</p> | NFA | | |
| | 6. | Volunteer Services (a) Arbroath CPOD Group (b) Christmas Newsletter | <p>The group were advised that volunteers were required by the Arbroath COPD Group and were provided with the number to call if they were interested.</p> <p>The Group noted the Volunteer newsletter and the paragraph about the proceeds of the Patient Advisory Group Coffee Morning.</p> | NFA | | |
| | 7. | Date of next meeting | <p>The Group agreed that the next meeting would take place on Tuesday 1 March 2022 at 13.00 hours.</p> <p>Agenda items and Reports for this meeting to be with the Chair by 14 February 2022</p> | Chair | | |

13 March 2022