

# Hugglescote Surgery

---

## PATIENT PARTICIPATION GROUP MEETING AGENDA

**Date:** Wednesday 31<sup>st</sup> January 2018

**Time:** 1pm

**Venue:** Meeting Room

<b>Item</b>	<b>Issue</b>	<b>Action</b>	<b>Owner</b>
1.	Introductions	Information	KA
2.	Speaker – Donna from the Befriending Service		
3.	Minutes of last meeting	Discussion	All
4.	Active Signposting <ul style="list-style-type: none"><li>• Data collection</li><li>• Self-care/Minor ailments/Over the counter medication</li></ul>	Presentation	Carole
5.	Correspondence Management		
6.	Action Plan Update <ul style="list-style-type: none"><li>• Next available GP appointment</li><li>• Premises</li></ul>	Information/Discussion	KA
7.	WL CCG PPG Network	Information	BW
8.	NWL Federation PPG	Information	BW
9.	Practice News <ul style="list-style-type: none"><li>• Cleaner Vacancy</li><li>• Reception Supervisor Vacancy</li><li>• Phlebotomist Vacancy</li><li>• Dr Popat</li></ul>	Information/Discussion/ Decision	KA
10.	Patient Question Time – an opportunity for patients to raise any questions to the practice team	Discussion	Patients
11.	Any other business	Discussion	All
12.	Date and time of next meeting	Decision	KA