

Hugglescote Surgery

PATIENT PARTICIPATION GROUP MEETING AGENDA

Date: Wednesday 29th November 2017

Time: 1pm

Venue: Meeting Room

Item	Issue	Action	Owner
1.	Introductions - Carole	Information	KA
2.	Minutes of last meeting <ul style="list-style-type: none">• Befriending Service – couldn't attend today will check availability for next meeting once date set• Calling Service – S106 funding request	Discussion	All
3.	Active Signposting	Presentation	Carole
4.	Friends and Family Test	Information	All
5.	Action Plan Update <ul style="list-style-type: none">• Next available GP appointment• Premises<ul style="list-style-type: none">○ Wishlist	Information/Discussion	KA
6.	Patient Questionnaire update	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">• Cleaner Vacancy• Reception Supervisor Vacancy• Temporary HCA• Walking for Health	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