

# Hugglescote Surgery

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## PATIENT PARTICIPATION GROUP MEETING AGENDA

**Date:** Wednesday 18<sup>th</sup> April 2018

**Time:** 1pm

**Venue:** Meeting Room

<b>Item</b>	<b>Issue</b>	<b>Action</b>	<b>Owner</b>
1.	Introductions	Information	KA
2.	Minutes of last meeting	Discussion	All
3.	Active Signposting	Update	KA
4.	Correspondence Management	Update	KA
5.	WL CCG PPG Network	Information	BW
6.	NWL Federation PPG	Information	BW
7.	Practice News <ul style="list-style-type: none"><li>• Cleaner vacancy</li><li>• Receptionist recruitment</li><li>• Phlebotomist vacancy</li><li>• Self-care workshops</li></ul>	Information/Discussion/ Decision	KA
8.	Patient Question Time – an opportunity for patients to raise any questions to the practice team.	Discussion	Patients
9.	Any other business	Discussion	All
10.	Date and time of next meeting	Decision	KA