

Minutes of PPG meeting held on Thursday 22<sup>nd</sup> November at Woodgrange Medical Practice

**Present:**

Caroline Brown (Secretary)      Rebecca Hemmings      Nasima Patel – Practice Secretary  
Mr H Aziz      Dr Patel      Jennifer Sheikh

**Apologies**      Marina Duncombe      Peter Rekkhaye

It was agreed that as time was short the meeting should be used to discuss the patient survey only.

RH presented an amended questionnaire for patients, this was discussed in detail and further amendments were made and agreed.

It was agreed that should any equipment be introduced to the surgery following the result of the survey internal protocols would need to be developed to support this for both patients and staff.

**ACTION: WMP**

It was agreed that the survey would be available for patients to complete from the following week and throughout January or until a suitable number of responses had been returned. A PPG meeting would be held in January to review the results to date and begin looking at a final report

**ACTION: PPG**

**Date of the next meeting Thursday January 17<sup>th</sup> 2013 at 7.00pm**