





**Terms of Reference**

The Secretary brought to the attention of the meeting an anomaly within the Terms of Reference.

It was proposed that Terms of Reference 5.3 should now read (changes in **bold**);

5.3 The Group will produce a Newsletter four times a year informing Patients of the work of the Practice and activities of the Group. The Newsletter will be distributed by email and through the post **by request** and will be available in the surgery and on the PPG webpage.

Proposed - Alan Wilkinson Second - Lindsay Williams

5.4 Identify key issues for an annual survey that will be published with the findings.

- a) Survey held November/December 2023

**Completed**

5.5 Discuss survey findings and reach agreement with the Practice on changes to services.

- a) To be done at the meeting following this AGM

**Completed**

5.6 Agree an action plan with the Practice that enables the agreed changes to services to be made.

- a) To be done at the meeting following the AGM

**Completed**

5.7 Contribute to practice decision making and consult on service development and provision.

- a) Following Survey
- b) At meetings

**Completed**

5.8 Provide feedback on patients' needs, concerns and interest and challenge the Practice constructively whenever necessary.

- a) Through written Patient Feedback received at meetings
- b) Through word of mouth Patient Feedback at meetings

**Completed**

**2024/25 – Main Priorities**

- Produce 4 on-line newsletters
- At Flu Clinics we will act as 'sign posters' and promote Newsletter/PPG
- Survey - Following putting the '2023 Survey Action Plan' in place this is to be re-circulated by; Gp's giving out copies (at appointments), QR codes and possibly link in with a coffee morning.
- Face book presence
- New Members

Carol

Sarah/Carol  
All Members  
Sarah/all  
members

Lindsay/Carol

All members

6.	<p><b>Meetings of the Group</b></p> <p>- Terms of Reference 6.1 – 6.4</p> <p>6.1 The Group will endeavour to meet no fewer than four times a year, and will, in addition normally hold an Annual General Meeting in February each year.</p> <p>a) 31<sup>st</sup> January 2023 AGM &amp; Meeting, 25<sup>th</sup> April 2023, 18<sup>th</sup> July 2023, 7<sup>th</sup> November 2023 - <b>Completed</b></p> <p>6.2 Notices of meetings, reports and information about the PPG’s activities will be displayed on PPG notice boards, in surgery waiting rooms and on the Group’s webpage and members will be notified by email alerts and through the post when necessary. <b>Completed</b></p> <p>6.3 Have a Practice GP present at meetings to enable clinical understanding.</p> <p>a) Observed where possible although Clinical duties must come first - <b>Completed</b></p> <p>Meetings during 2024/5 shall commence at 1.00pm to aid attendance.</p> <p>6.4 Be provided with accommodation and facilitation by the Practice.</p> <p>a) Library, photocopying, advice <b>Completed</b></p> <p>For 2024/5</p> <ul style="list-style-type: none"> <li>• Hold Four meetings and One AGM; 13<sup>th</sup> February 2024 AGM &amp; Meeting 1.00pm 21<sup>st</sup> May 2024 1.00pm 13<sup>th</sup> August 2024 1.00pm 19<sup>th</sup> November 2024 1.00pm</li> <li>• To be held in the Practice Library unless advertised differently.</li> <li>• To be held on a Tuesday at 1.00pm unless advertised differently.</li> <li>• To try and represent a cross section of our community.</li> </ul>	
7.	<p><b>AGM – AOB</b></p> <p>Sarah thanked all the PPG for their work through the last twelve months and Carol and Pauline thanked Sarah and the Practice for their help.</p> <p>There being no other business to discuss the meeting was closed at 1.45pm.</p>	