

PPG Action plan – 28th June 2018

Minutes reference	Action and responsibility	Status	Notes	
24/1/18. – minutes of October 2017 meeting	Amend minutes and reissue. D Pritchett	Done	closed	
24/1/18. Practice update.	Members of PPG to attend drop in merger consultation events. J Brothwood, K Goodwin, D Pritchett	Done	closed	
24/1/18. Practice update	Creation of ppg web pages on practice web site. J Brothwood			
24/1/18. Practice update.	J Brothwood in discussion with practice on PIs and on the first PPG newsletter. J Brothwood.	In progress		
24/1/18 Practice update.	Discussion on DNA statistics. Agreed to revisit post merger	Open		
24/1/18. Patient council report	NHS 5 yearly health checks not in current Welby Practice			

	contract. Practice			
24/1/18. Patient council report.	Effective PPG presentation, J Brothwood to attend. J Brothwood			
24/1/18. Terms of reference for PPG.	Amend definition of quorum. D Pritchett	Done	closed	
24/1/18.	Analysis of patient responses for useful information J Brothwood, K Goodwin.	SR produced summary for May 2018 PPG meeting. Update reports on any actions required.		
24/1/18	Form a working sub group, J Brothwood, K Goodwin, D Pritchett if required. J Brothwood	Sub group meeting between meetings as required.		
24/1/18.	Important to engage with under 60 years of age patients			
24/1/18	Useful to have analysis of patients by location to inform PPG membership. J Brothwood			
16/5/18	Amend January	Done	closed	

	minutes and distribute.			
16/5/18	Expressions of interest in joining PPG during merger process. J Brothwood			