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| **THE LAKES MEDICAL PRACTICE**  **PATIENT PARTICIPATION GROUP** | | | **Date and time:**  **8th May at 5.30pm** | |
| **Place: Meeting Room** | |
| **Chair :** | **Ros Niedt** | | **Note taker:** | **Trevor Keith** |
| **AGENDA ITEMS** | | | | |
| **Topic** | | | **Presenter** | |
|  | | Apologies  Review notes from previous meeting | RN  RN | |
| **Safe:** | |  |  | |
|  | |  |  | |
|  | |  |  | |
| **Effective:** | | Raising Awareness – review the contacts list  Group Demographic – No response at time of writing from UCC. Copies of poster have been sent to Newton Rigg and QEGS.  Area PPG meeting feedback | RN  TK  RN | |
| **Caring:** | |  |  | |
|  | |  |  | |
| **Responsive:** | | Resource Pack – review and bring feedback  Analysis of online survey  PPG Constitution and Confidentiality | ALL | |
| **Well Led:** | |  |  | |
|  | |  |  | |
| **Any other business:** | |  |  | |
|  | | TK and RN will meet regularly before the PPG meeting to discuss agenda. |  | |

**Date & Time of Next Meeting:**