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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** |
|  | ApologiesReview notes from previous meeting | RNRN |
| **Safe:** |  |  |
|  |  |  |
|  |  |  |
| **Effective:** | Raising Awareness – review the contacts listGroup Demographic – No response at time of writing from UCC. Copies of poster have been sent to Newton Rigg and QEGS.Area PPG meeting feedback | RNTKRN |
| **Caring:** |  |  |
|  |  |  |
| **Responsive:** | Resource Pack – review and bring feedbackAnalysis of online surveyPPG 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:**