

<b>Kingswell Surgery Patient Participation Group (PPG) Meeting, Monday 27 March 2017</b>			
<b>Attendees:</b> Kay Needham (KN), Ian Batty (IB), Val Batty (VB), Emma Strong (ES) South Yorkshire Housing Association, John Marshall(JJM), Jill Marshall (JM)			
	<b>Action</b>	<b>Planned Completion date</b>	<b>Complete</b>
NHS document outlining requirements for PPG to be emailed to all.	KN	30 Mar 17	
PPG Facebook page to be designed.	KN/VB	30 Jun 27	
PPG notice board with information regarding group to be placed in surgery foyer: <ul style="list-style-type: none"> <li>• PPG member photos to KN</li> <li>• Suggestion box to be part of PPG board.</li> </ul>	KN/VB/All KN/All	30 Jun 17	
Newsletter to be produced. Frequency and content to be decided.	All	30 Jun 2017	
Contact to be through the surgery.	KN		
Confidentiality: Anything discussed within the meeting to stay within the group.	All	NA	
Barnsley Patient Council meets annually at Barnsley Hospital. KN to find out date. All expressed a wish to attend the next meeting.	KN/All	30 Jun 17	
Once group established, meetings to be held quarterly.	All		
<b>NOTES:</b> Last CQC Report on surgery available on CQC website. ( <i>Attached</i> ) Next CQC visit Monday 3 April 17.			
<b>Next Meeting:</b> Monday 24 April, 1400, Kingswell Surgery.			