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| **Portland Medical Practice** | **PATIENT PARTICIPATION GROUP (PPG) MEETING**  **Agenda for Wednesday 1st February 2023 5.00 pm** |

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|  | Subject | Lead: |
| 1. | Welcome and apologies | SC  2 mins |
| 2. | Minutes of the last meeting – check for accuracy  Matters arising including feedback from Surkita Chauhan, Practice Manager  Can e-Consult be edited? *No, preset by the provider company*  Smoking at main entrance *Signage now in place and bin adjusted*  Location of photographs of the building of Anchor Meadow *Are still on the blue PCN noticeboard which is now sited in the staff room*  Can the phlebotomy service be available as a ticketed/immediate service | SK  5 mins |
| 3. | Terms of reference previously circulated, no further comments received, formal adoption anticipated at meeting | SC  2 mins |
| 4. | Increasing membership  Flyer to promote PPG circulated prior to meeting, discussion/comments  Location for other promotional materials  Would any members be willing to spend time in the waiting room to talk to/recruit patients to the group? | SC  10 mins |
| 5. | Confidentiality agreement circulated prior to meeting, discussion/comments | SC/SK  5 mins |
| 6. | Current pressures on practice  To include query from JH re GP hours | SK  10 mins |
| 7. | Future topics for agenda – what does the group want to discuss? | All 10 mins |
| 8. | Any other business | All |