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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  | SC2 mins |
| 2. | Minutes of the last meeting – check for accuracyMatters arising including feedback from Surkita Chauhan, Practice ManagerCan 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 | SK5 mins |
| 3.  | Terms of reference previously circulated, no further comments received, formal adoption anticipated at meeting | SC2 mins |
| 4.  | Increasing membershipFlyer to promote PPG circulated prior to meeting, discussion/comments Location for other promotional materialsWould any members be willing to spend time in the waiting room to talk to/recruit patients to the group? | SC10 mins |
| 5. | Confidentiality agreement circulated prior to meeting, discussion/comments  | SC/SK5 mins |
| 6.  | Current pressures on practice To include query from JH re GP hours | SK10 mins |
| 7.  | Future topics for agenda – what does the group want to discuss?  | All 10 mins |
| 8. | Any other business | All |