Albion Surgery PPG Task/Action Plan Date:

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| **Task/Issue** | **Actions** | **People Involved** | **Comments/Updates** | **Date** | **Status RAG** |
| Bric a Brac Sale | Request use of Entrance Hall run this fund-raising event |  | Poster to be put on foyer noticeboard to publicise this event. Please could a room be used to price up the items prior to this event? | 25/02/15  26/02/15  27/02/15 |  |
| Patient Questionnaire Report | The results are being collated.  The report will be ready for the AGM on 26/03/15. |  | Report will be shared with the Practice via the Practice Manager and the PPG member present at the Doctor’s meeting |  |  |
| AGM | The PPG would like to request that the AGM be held on 26/02/15 in the waiting room from 7-9 |  | The PPG would request help in publicising this event. We invite representation from the surgery to this event.  PPG will supply refreshments. | 26/03/15 |  |
| Plasma Screen | The PPG are aware this plan is on hold awaiting result of business plan application. |  | Patients have expressed much interest in this as a useful wany to communicate on a range of topics/issues. Would it be possible for the group to contribute to the content displayed on the screen? |  |  |
| Website | To inform the GP lead that the PPG are keen to participate to the content on an on-going basis. |  | PPG have 2 members who are keen to be involved, and would welcome contact with The GP Lead for this project. |  |  |
| Newsletter | PPG welcome the opportunity to contribute to this. Please could PPG be informed who will be the Practice Lead on this project. |  | A PPG member has volunteered to take the lead on this, in conjunction with a Practice Member of staff.  How will the newsletters be distributed? |  |  |