

Albion Surgery PPG Task/Action Plan

Date:

Task/Issue	Actions	People involved	Comments/Updates	Date	Status RAG
Bric a Brac Sale	Request use of Entrance Hall to 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 and 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 Doctors' 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	

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Plasma Screen	The PPG are aware this project is on hold awaiting result of business plan application.		Patients have expressed much interest in This as a useful way 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?		