

**Patient Participation Group Meeting
 NOTES FROM MEETING HELD 27.11.13
 Evington Medical Centre
 2/4 Halsbury Street
 Leicester**

Time: 6:00pm to 7:45pm

Present:

Mr B Kanabar Chairperson
 Mr A Mistry Vice Chair
 Jill Friedman Member
 Mr M Patel Member
 Mr N Singh Member
 Dr C Kumar GP representative
 Zebun Juma Assist PM
 Jitesh Patel IT Manager

	NOTES:	ACTION:	Time Scale
1.	Apologies and Welcome		
	Mr M Mistry Mr Kanabar welcomed everyone.		
2.	Actions From Previous Meeting		
	none		
3.	DNA figures		
	Jitesh will update the notice board with last 3 months DNA figures.	Outstanding [HS & JP]	
4.	Newsletter		
	No progress so far. Jitesh will ask Vijay to help him with updating the newsletter.	Outstanding (JP/VM)	
5.	PPG Forum		
	Mr A Mistry and Jill attended the PPG forum. Lots of political issues were discussed and cut back. Discussion around mental health	N/A	N/A
6.	On line booking		
	Practice is in progress of offering on-line appointment booking. Soon the service will be available to the patients. Information will be available to the patient via posters displayed in the waiting rooms.		
7.	Website		
8.	Survey Questionnaire		
	Survey questions were discussed and amended. Practice will start the survey in 2 week's time. Members volunteered to come out and help	Outstanding	Next meeting

	patients in completing the questions at both sites. The results will be given to the PPG members in the next meeting for analysing for the action plan which needs to be completed before end of March 2014		
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Date of Next Meeting: Mr Mistry will confirm the date after he has attended the PPG Forum