

EARLS COURT MEDICAL CENTRE PATIENT PARTICIPATION MEETING



Tuesday 3rd December 2019, 5pm

Present:

- Annesley
- Linnet
- Elizabeth
- Saeed
- Eddie
- Dr Peri

Apologies:

- Ghebretinsae
- Balogun
- Sara
- Malika

<u>Minutes:</u>	<u>Action:</u>
<ol style="list-style-type: none">1. Welcome2. Apologies for absence3. Approval of minutes. Follow up on action points<ul style="list-style-type: none">• Discussed previous minutes – 12/10/194. Publicity of PPG<ul style="list-style-type: none">• Agreed to increase PPG numbers before a group photo is taken• 3 draft leaflets presented. Agreed to merge 2 of the 3 leaflets to compose final leaflet5. Meet Surgery Staff<ul style="list-style-type: none">• Date of Open event agreed – 14/03/20 3pm-5pm• Future Charity events suggested• Investigated into a PPG budget6. Code of Conduct<ul style="list-style-type: none">• Final Code of Conduct presented and agreed by all members7. AOB<ul style="list-style-type: none">• None discussed	<ul style="list-style-type: none">• New members to complete PPG form (EM/LC)• New leaflet to be distributed to DP and PPG members (EM/ER)• To be displayed at Reception and GP's offices• To be followed up at next PPG meeting• Document to be distributed to all PPG members