**PPG Meeting Minutes** – 30.01.23

**Chair** – Leanne Hoye

**Minutes** – Leanne Hoye

**Attendees-**

Angela Cornwall, Tom Forrester, Sue Kay

,

**Apologies-** Dr M Forshaw [MF],

**Agenda items:**

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| **Raised by** | **Agenda Item** | **Action Owner** |
|  | **Accelerate** – discussed that the practice is continuing with the accelerate programme. Angela was able to attend one of the sessions and stated hat she is impressed at the practices willingness to improve. Members asked for the action plans to be shared at the next meeting. | **Leanne** |
|  | **New Website** – We are in the process of setting up a new website. The demo version has been shared with the PPG and feedback taken on board. The PPG would like their own page if possible and email address. Also the website should have messaging available. LH to investigate | **Leanne** |
|  |  **MP Visit –** Following recent communications the practice had a visit from Andrew Mitchell to inform him of some of the difficulties we face in the practice around demand and room availability. He has mentioned the practice in his newsletter and his Facebook page. |  |
|  | **Staff Changes** – Leanne informed the group that Dr Wall and Dr Goodgame have both made difficult decisions to leave the Manor Practice and they will be missed. Dr Shivaraj will be joining the practice on a short term contract. PPG have requested that the staff boards are updated | Leanne |
|  | **PPG Advertising –** The PPG have requested that the practice looks into a roller banner advertising the PPG and updates to be on the screens in waiting areas | Leanne |

**Date of next meeting**

13/3/2023

