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| **LAKESIDE MEDICAL CENTRE PATIENT PARTICIPATION GROUP** |
| **Minutes & Action points of Meeting Held DATE 8th March 2016****Present: Katie Mackintosh, Jackie Wedge, Jane Oakley, Pat Pitt, Hannah Charman****Apologies: Terry Birch** |
| **Topic** | **Discussion** | **Outcome/Actions** | **Target Date** | **Responsible Person** | **Completed (Date)** |
| Minutes of previous meeting. | Minutes were read and approved by the members.  |  |  | MW | Ongoing  |
| Matters arising. | No matters arising. |  |  |  | Ongoing  |
| New PPG members (what have we done so far) | KM told the group that we have put notes on letters and a notice up on the notice board in the waiting area and also back of doors in the toilets and in GP rooms. |  |  | MW/KM |  |
| New Chairperson. | KM asked the group if there were any volunteers for the chairperson position. | No volunteers. | Next meeting. |  |  |
| Change of location/day. | KM explained that as the practice has to pay for the use of the room at Perton Library we are looking at relocating and maybe a change of day and asked for any suggestions. | Another day was suggested, Monday was suggested but there is no room availability. Thursdays were suggested but some members were not available. |  |  |  |
| Practice Nurse. | KM told the group that the practice was still looking for a new practice nurse.  |  |  |  |  |