

Montgomery House Patient Participation Group (PPG)
Brief notes on meeting 5 at 19:00 on 9th December 2011
and meeting 6 at 19:00 on 23rd January 2012

Present at either meeting or both:

Mr David Evershed, Mr Ian Kilshaw, Mrs Doreen Kempton, Mr William Affleck, Dr Ben Loxton-Edwards
 Mrs Jane Ashe, Mrs Margaret Bourne and Mr David White.

Subject	Details	Action
Minutes	<ul style="list-style-type: none"> - At both of these meetings we reviewed the Draft Questionnaire. - The focus of both of these meetings was to finalise the questionnaire and work towards a launch date. - The questions were carefully checked and alterations made. - Between meetings each member of the PPG trialed the original on-line survey and we reviewed the data collected. - The PPG thanked Mr Affleck for his hard work in putting the survey together. 	
Questionnaire launch	<ul style="list-style-type: none"> - The launch date was set for 01/02/2012 - The survey website address was changed to www.mhspatientsurvey.com - The survey will be accessible via a link on the Montgomery House Surgery website. - The group agreed to run the survey for a two week period and then meet to review the response on 16th February. It was agreed that the PPG would probably have to attend the practice to encourage use of the paper copy survey. In due course. - BLE will ensure the survey is promoted in the practice. 	<p>BA</p> <p>BLE</p> <p>BLE</p>
Date of Next Meeting	12/02/12 at 19:00	PPG