**Minutes of the PPG meeting at Valley View held on Wednesday 23rd Janauray 2019**

**Present:** Patient PPG Ali Akbar, Shabana Kamran , Joan Tracy, Shahida Adeeb, Rehana Basharat and Melissa, Afara Ahmed

**Staff:** Farahan Ilyas PEL

Discussed with the group GP Patient surveys have been sent out between January – March 2019.

Previously 423 were sent out and only 82 were returned and we need ideas of how we can improve the uptake before the end of March.

We therefore decided:

* To put out the pull up Banners sent out by CCG in reception area with poster and leaflets
* To text all our patients who are using the SMS service to encourage them to fill in the surveys and return them
* Messages to be put on back of scripts
* PPG to help get message out on open surgery days
* PPG to help fill out forms
* Put on the call board

**Plans for March:**

Run Cancer workshop

And arrange event on TB