**Dr Ahmed, Dr Mansoor, Dr Jaiswal PPG (Patient Participation Group)**

(Meeting Minutes – 15th November 2018)

***Opening:***

The meeting of the Patient Participation Group for Drs Ahmed, Mansoor and Jaiswal took place between 16:30 – 17:30 on Thursday 15th Novemebr 2018 in the patient’s community room at Newton Heath Health Centre

***Present:***

Newton Heath Health Centre: Joanne McCullam (Assistant Practice Manager)

From Registered Patients: Gaynor, Margaret

The group demographic is representative of:

3 Female, 0 Male

Age Group 45 – 54yr = 1, 55 – 64yr = 0, 65 – 74yr = 1, 75 – 84yr = 1

Ethnicity: British = 3

***Introduction Agenda***

Minutes of the previous meeting were unavailable

* **Items from Previous Meeting: True Record Agreed**
* Notice boards updated
* Cancer prevention leaflets obtained for promotion of campaigns

**Meeting Proper**

Item 1 – Timings of meetings

To bring them earlier in the day especially in winter. Members present were in agreement.

Item 2 – Membership

To increase membership and engage a more diverse age/ethnicity group.

ANY OTHER BUSINESS:

Members giving apologies please could they give 48 hours notice. Thank you.

At the end of the meeting the following **actions** were agreed:

* Promote membership **Joanne**

**Next Meeting**: Patient’s community room at Newton Heath Health Centre Feb 2019

**Time & Date**: Thursday 9th August 2018 16.30 – 17.30 pm