

**BEDFORD STREET SURGERY & FURZTON MEDICAL CENTRE**  
**Patient Participation Group (PPG) Meeting**

to be held at

**BEDFORD STREET SURGERY**

on

**Tuesday 12th November 2024**

12.30pm – 1.30 pm

**AGENDA**

1. Welcomes, new members, apologies and introductions (Chairperson)
2. Approval of the Minutes of the meeting held on 17<sup>th</sup> September 2024 (All)
3. Review of Actions/Matters Arising not separately itemized on the agenda
  - 3.1. Availability of meeting Minutes and Agenda on PPG webpage (Minute 4, Practice Manager)
  - 3.2. PPG information on AV screen in waiting areas (Minute 10, Practice Manager)
4. PPG Policy & Terms of Reference/Non-attendance at meetings (Minute 5 & 15 Roger/ Chairperson)
5. External meetings attended
  - 5.1 PPG Network
  - 5.2 Bletchley Pathfinders
  - 5.3 Bletchley Meet Ups
6. Review of patient feedback
  - 6.1 Vaccination clinics (All)
  - 6.2 NHS Friends and Family Test data analysis, breakdown, trends and actions (Minute 10, Chairperson)
  - 6.3 Feedback to patients: FFT data on posters and in newsletters? (Chairperson)
7. Practice Developments and Updates (Practice Manager)
8. Next Newsletter - PPG content: Autumn COVID-19 vaccinations, online services, digital skills support (All)
9. Managing Patient Expectations: PPG information and registration form (Minute 11, Chairperson)
10. PPG Activity Plan (Chairperson)
11. PPG Patient Consultative Group (Minute 15, Chairperson)
12. \*PPG Outreach - Family Centres, Working Parent's Group, PPG Open Forums and AGM
13. \* Appointments – After hours, MK Extra Health, Primary Care Network (Chairperson)
14. \* NHS Health Checks and Health Checks: Wellbeing and Long Term Conditions (Chairperson)
15. \*Quality and Outcomes Framework (Chairperson)
16. Date of Next Meeting & Close of Meeting (Chairperson)

\*Denotes agenda item for consideration, time permitting.

Patients of Bedford Street Surgery and Furzton Medical Centre are very welcome to attend PPG meetings. Please register your interest with the Patient Participation Group by visiting the link on the Practice Information web page: [www.bedfordstreetsurgery.co.uk/practice-information](http://www.bedfordstreetsurgery.co.uk/practice-information).

If you would like to add a topic for the agenda, have a suggestion or any other business, please email it to the Chairperson in advance, ([mikejpearson@live.co.uk](mailto:mikejpearson@live.co.uk)). Please confirm your presence or send your apologies for every meeting to the Chairperson (Mike Pearson) at least 24 hrs before the meeting.