**Wordsworth Patient Participation Meeting Minutes**

**Thursday 3rd October 2013**

**18:00- 19:30**

**Attendees**

Manjit Kalsey (Vice Chair)

Mehrunissa Bax

Patricia Mitchell

Michael Wilson

Franco LaFaci (Practice Manager)

Monica Zenonos (Patient Participation Manager)

1: **Welcome and Apologies**

 Apologies received from Chair (RR)

 MZ (Patient Participation Manager) welcomed to meeting

**2: Agreed postponement of usual business to next meeting**

**3: Patient Survey**

 MZ discussed additional requirements for annual patients survey and that it was necessary to get wider patient population views on what should be in this year’s survey.

 The wording used to ask this of patients was discussed and finalised and a list of topics to propose to patients for a tick box response was agreed.

 MZ agreed to send copy of final document to Chair and Vice-Chair so that it can be forwarded to rest of PPG for information.

**4: Formal thanks and farewell to PM who is moving out of London and will no longer be attending the meetings.**

**5: AOB**

 None

**6: Date of next meeting** – to be decided