

**Montgomery House Patient Participation Group (PPG)**  
**Brief notes on meeting 5 at 19:00 on 9<sup>th</sup> December 2011**  
**and meeting 6 at 19:00 on 23<sup>rd</sup> 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
<b>Minutes</b>	<ul style="list-style-type: none"> <li>- At both of these meetings we reviewed the Draft Questionnaire.</li> <li>- The focus of both of these meetings was to finalise the questionnaire and work towards a launch date.</li> <li>- The questions were carefully checked and alterations made.</li> <li>- Between meetings each member of the PPG trialed the original on-line survey and we reviewed the data collected.</li> <li>- The PPG thanked Mr Affleck for his hard work in putting the survey together.</li> </ul>	
<b>Questionnaire launch</b>	<ul style="list-style-type: none"> <li>- The <b>launch date was set for 01/02/2012</b></li> <li>- The survey website address was changed to <a href="http://www.mhspatientsurvey.com">www.mhspatientsurvey.com</a></li> <li>- The survey will be accessible via a link on the Montgomery House Surgery website.</li> <li>- The group agreed to run the survey for a two week period and then meet to review the response on 16<sup>th</sup> 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.</li> <li>- BLE will ensure the survey is promoted in the practice.</li> </ul>	<p><b>BA</b></p> <p><b>BLE</b></p> <p><b>BLE</b></p>
<b>Date of Next Meeting</b>	<b>12/02/12 at 19:00</b>	<b>PPG</b>