

Wallingbrook Patient Participation Group 2021 Timetable

Meetings are bi-monthly on 4th Thursday of a month via Zoom, starting at 2pm (unless otherwise stated).

In the alternate months WHG will provide the PPG with a Practice Update.

Month	Meeting Date	Tasks
January	28 th January	<ul style="list-style-type: none"> • Agree newsletter publication dates & submission deadlines for the year. • Review local activities information • Review of website • Set submission deadline for next newsletter • Confirm Annual Patients' Meeting (APM) date <ul style="list-style-type: none"> ○ Previous AGM minutes should be reviewed ○ WHG to book venue
February – email update	25 th February	<ul style="list-style-type: none"> • Review stats (e.g. Non-Attendance, uncollected prescriptions, routine GP appointment waiting time, waiting in the waiting room times, electronic contact details, abusive patients)
March	18 th March (date change this month)	<ul style="list-style-type: none"> • Newsletter Publication – including AGM date • Review Partner's Annual Plan • WHG to publicise APM on website • WHG to produce APM Posters
April – email update	22 nd April	<ul style="list-style-type: none"> • Review local activities information
May	27 th /May (before Annual Patients' Meeting)	<ul style="list-style-type: none"> • Election of the Chair and Vice-Chair in accordance with Terms of Reference. • Review Terms of Reference to reflect any changes in last year • Set submission deadline for newsletter
May	27 th May (evening meeting) Annual Patients' Meeting	<ul style="list-style-type: none"> • Review stats (see February) • Open Meeting (APM) <ul style="list-style-type: none"> ○ WHG to provide previous APM minutes ○ WHG to provide copies of recent newsletters ○ WHG to provide sign in sheet ○ WHG to provide name badges
June – email update	24 th June	
July	22 nd July	<ul style="list-style-type: none"> • Newsletter Publication • Review local activities information
August		<ul style="list-style-type: none"> • Summer Break – no meeting.
September	23 rd September	<ul style="list-style-type: none"> • Review stats – see February • Organise meeting dates for the next year
October – email update	28 th October	<ul style="list-style-type: none"> • Set submission deadline for newsletter • Review local activities information
November	25 th November	<ul style="list-style-type: none"> • Newsletter Publication • Self-Care Week.
December- email update	23 rd December	<ul style="list-style-type: none"> • Confirm dates and activities for 2022