**Wallingbrook Patient Participation Group 2024 Timetable**

**Meetings are bi-monthly at Wallingbrook**

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| Month | Meeting Date | Tasks |
| January | 26 January | * Agree newsletter publication dates & submission deadlines for the year.
* Review local activities information
* Review of website
* Confirm Annual Patients’ Meeting (APM) date
	+ Previous AGM minutes should be reviewed
	+ WHG to book venue
* Review Practice Info (e.g., Patient Feedback, Non-Attendance, electronic contact details
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| March | 26 March | * Review Partner’s Annual Plan
* Review Practice Info (e.g., Patient Feedback, Non-Attendance, electronic contact details
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| May | 23 May | * WHG to publicise APM on website
* WHG to produce APM Posters
* Review Practice Info (e.g., Patient Feedback, Non-Attendance, electronic contact details
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| July | 18 July | * Open Meeting (APM)
	+ WHG to provide previous APM minutes
	+ WHG to provide copies of recent newsletters
	+ WHG to provide sign in sheet
	+ WHG to provide name badges
* Election of the Chair and Vice-Chair in accordance with Terms of Reference.
* Review Terms of Reference to reflect any changes in last year
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| September | 26 September | * Review Practice Info (e.g., Patient Feedback, Non-Attendance, electronic contact details
* Review local activities information
* Organise meeting dates for the next year
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| November | 28 November | * Confirm dates and activities for 2024
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