**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 |
| March | 26 March | * Review Partner’s Annual Plan * Review Practice Info (e.g., Patient Feedback, Non-Attendance, electronic contact details |
| 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 |
| 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 |
| 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 |
| November | 28 November | * Confirm dates and activities for 2024 |