

## Bruton Surgery Patient Group Meeting

**Friday 16 April 2021**

**11.00 – 12.30pm**

**Microsoft Teams – see link in email**

### Apologies:

Item	Description	Lead
i.	Welcome, Introductions & Apologies	RC
ii.	Minutes from previous meeting – for approval	RC
iii.	Matters arising (not on agenda) <ul style="list-style-type: none"> <li>• Terms of Reference – amended as agreed</li> </ul>	RC
1.	Chairman's report	RC
2.	Demand and Activity Update: <ul style="list-style-type: none"> <li>• Appointment and activity</li> <li>• Patient feedback</li> <li>• Patient behaviour</li> </ul>	JH
3.	Practice Update <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• Governance &amp; Complaints</li> </ul>	JH/LM
4.	COVID 19 - Update: <ul style="list-style-type: none"> <li>• Vaccinations progress</li> </ul>	JH
5.	Patient Group Membership and Recruitment <ul style="list-style-type: none"> <li>• Website page</li> </ul>	RC/JH
6.	SHS Update	JH/LM
7.	Primary Care Network – update	JH
8.	Any Other Business	RC
9.	Dates of Future Meetings (time to be 11am unless otherwise agreed):	RC

	<ul style="list-style-type: none"><li>• Friday 16 July</li><li>• Friday 15 October</li><li>• Friday 21 January 2022</li><li>• Friday 15 April 2022</li></ul> <p>(to replace earlier dates)</p>	
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Attachments:

- Item ii: Minutes of the last meeting
- Item iii: Terms of Reference