**MINUTES OF PPG MEETING**

**FRIDAY 18TH MARCH 2016**

**11.00AM – 12.00PM**

**IN ATTENDANCE**

**JW – GP co-ordinator for the PPG, Receptionist, DF & JT.**

**APOLOGIES**

**JC**

**Opening of the meeting started with introductions.**

**1st. JW proceeded to explain what CCG was and her role within the organisation. PPG was also explained of what it is and also of what it is not.**

**2nd. Discussed how often to meet and it was decided 3 times per year.**

**3rd. Ground rules next on the agenda and it was discussed to give everyone a fair say and to respect all views whether agreed or not.**

**4th. The size of the PPG was discussed and it was felt that it needed to be slightly bigger . How to encourage more people to the group and ways of advertising the group ie. Posters, word of mouth and internet.**

**5th. DF was appointed Chairperson of PPG.**

**6TH. All parties agreed that if CQC wished to speak to any member of the group they would.**