

Agenda/Clinical Development Group

1. Introduction

This document details the agenda and parties concerned in the meeting of the Plas Menai and Llys Meddyg Surgeries Patient Engagement Group [PEG] to be held at the **Plas Menai Surgery, Llanfairfechan at 6.30pm on Monday, 26 February 2018.**

2. Meeting Objective

It is the objective of the PEG to meet, discuss and plan actions that will:

1. Enhance patient experience at the surgeries;
2. Inform patients of practice challenges and development;
3. To create a 'critical friend' scenario to aid the practice to learn of patients thoughts whether positive or otherwise.

3. Agenda

The agenda for the meeting is as follows:

- ✓ Update form Business Manager;
- ✓ To discuss and agree the PEG Terms of Reference;
- ✓ To discuss and agree the formal management of the PEG;
- ✓ Introduction to current projects and proposed PEG involvement;
- ✓ Recognise additional project themes;
- ✓ Any other business.

4. Invited Parties

All patients who have expressed an interest in being part of the PEG

Signature:.....

Name: Richard Marriott

Date: 22 February 2018