

Dear all

Thanks to everyone who helped out with the survey – even just completing it was great. The survey is now closed. 332 people have taken part in one of the formats of the survey. We are now analysing the results so they will be ready next week.

We are looking forward to seeing you all on Tuesday. Graham will be helping me during the meeting. This will be the last meeting where we take over your agenda.

The plan for the meeting is as follows:

1. Results

We will present the results and then have a discussion about what they mean for the practice. There will be lots of time for questions.

We will also encourage people who were involved in handing out the survey (patients and practice staff) to share what they learnt by doing this.

2. Action planning

This is an opportunity to think creatively and start discussing what you want to do about the results and how the patient group can be involved.

We will start by asking everyone to think of changes that could be made. No idea is too big or small, and there is no such thing as a stupid suggestion. Please come with your thinking hats.

We will then give you some suggestions for how you work through your ideas after the meeting.

3. Future working

We will be asking you all two questions:

What has worked well over the last couple of meetings and what would you do differently?

How do you want to work as a group in the future?

This meeting works best when the following things happen:

- Everyone's voice is heard and listened to
- Everyone feels involved
- We all work to create a safe space for discussion
- We all agree that what is discussed in the meeting is confidential

Everyone is welcome.

Best wishes