

## Almondsbury PPG Action Plan

Date	Action	By Whom	By When	Status	Review
4.7.23	To prepare comms around the new incoming Anima system and the proposed improvement in the telephony service	Andy	28.7.23		
“	To distribute the comms to the PPG members for posting out to the community	Paula	End of July		
“	Post comms in local village shops, (Almondsbury, Olveston, Alveston) community notice boards, etc	Pat Rayfield	Asap upon receipt		
“	Post comms on Facebook Community page, online Almondsbury PPG website	Ed Vicary	Asap upon receipt		
“	Submit comms to local village magazines	Pat Hinton	Asap upon receipt		
“	Cover gaps in comms distribution	Maria McNally	August		
“	Draw up a menu of options for patients to have available a private discussion space	Andy	Next PPG meeting ?		
“	Consider the need/use of a communications sub-group of PPG for wider engagement	PPG	Next PPG meeting		
“	Update the surgery brochure	Paula	After Anima is bedded in		
“	Consideration and possible organising of hands-on demos of the new online booking system	Paula/Andy	? flu clinics in the Autumn		