

AGENDA**2nd Meeting of the Patient-led Inspection Project Steering Group****Date: 2nd July 12****Time: 1 – 3 pm****Location: 79 Whitehall Road, London, SW1A 2NS**

	Item	Topics	Action	Lead	Notes/Paper(s)
1.	Welcome and Introductions			Chair – Jane Cummings	<i>P1: Agenda</i>
2.	Minutes and actions from meeting one	Steering Group TOR sign off	<i>Agreement</i>	Chair – Jane Cummings	<i>P2a: Minutes and actions of meeting one P2b: Steering Group TOR</i>
3.	Status and progress update	Progress, issues / decisions required paper	<i>Information Agreement</i>	Dr Elizabeth Jones	<i>P3: Progress Report</i>
4.	Topics	a. Patient Survey b. What is patient-led c. Programme Scope d. What success looks like	<i>Discussion Agreement</i>	Dr Elizabeth Jones	<i>P4a: Zoomerang survey P4b: What is patient-led paper P4c: Programme Scope paper P4d: What success looks like paper</i>
5.	Forward look	Next 12 weeks	<i>Information Agreement</i>	Dr Elizabeth Jones	
6.	AOB			Chair – Jane Cummings	
7.	Date of next meeting, Close		<i>Information</i>	Chair – Jane Cummings	September 2012 – Date TBC