

PATIENT PARTICIPATION GROUP (PPG) MEETING MINUTES

Location: Hilltop Surgery, Board Room

Date: 26th February 2025

Time: 12:00am

Facilitators

1. Nazleen Booso

Attendees

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|------------------------|---------------------|---------------------|
| 1. Veena Kumari Singha | 2. Parvatiben Patel | 3. Smita Patel |
| 4. Jayantkumar Madlani | 5. Nirmal Takher | 6. Rashmikant Joshi |
| 7. Ian Mulcahy | 8. Pamila Pattni | 9. Harsha Kotecha |

Apologies

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|------------------------|-------------------|-----------------------|
| 1. Sanjeet Kumar Sinha | 2. Jane Carver | 3. Natasha Vagani |
| 4. Claire Orton | 5. Sehnaz Suleman | 6. Mohamad Suleman |
| 7. Sravani Karanam | 8. Ranjana Parmar | 9. Santosh Das |
| 10. Reiva Mehra | 11. Hina Amlani | 12. Jagruti Limbochia |
| 13. Jyotsna Chudasama | | |

Meeting Agenda

- Welcome and Introductions
 - Review of Previous Meeting
 - PPG Office Bearers
 - Topic for discussion – Health Day
 - Introduction of a team/staff member
 - Any Other Business (AOB)
 - Closing Remarks
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Welcome and Introductions

- A brief introduction was given at the start of the meeting.
- No new members joined the group.

Review of Previous Meeting

- Nazleen provided a summary of the previous meeting minutes.
- It was confirmed that the minutes had been emailed to all PPG members.

PPG Office bearers

- The group was asked whether an election for a secretary was required.
- Members unanimously agreed that Nazleen should continue taking the minutes.

Topic for discussion

- The primary discussion revolved around the upcoming Health Day event, planned for after the Easter holidays.
- Members debated the focus of the event, emphasizing overall well-being and disease prevention.
- Topics discussed included:
 - Obesity
 - Diabetes
 - Children's Well-being
 - Mental Health
 - Heart Disease
- Nazleen highlighted the importance of focusing on a specific segment rather than the entire population to ensure effective planning and targeted patient engagement.
- She reassured members that multiple events would be organized in the future, allowing different health topics to be covered over time.

Action Points:

- **Harsha** was requested to follow up with Silver Star regarding participation in the event, despite challenges in contacting them and concerns about increased costs.
- **Ravia and Chloe** were asked to share potential contacts and resources for the event.
- The group discussed ways to attract a more diverse range of PPG members across different age groups and communities, making this a priority for the Health Event.
- Nazleen will discuss the suggestions with Asma and Dr. Kerenalli and update the members on the outcome.

Introduction of Team/Staff Members

- **Chloe Harper (Care Navigator)** and **Ravia Osman (Social Prescriber)** attended the meeting.
- Both provided detailed and insightful introductions about their roles and their contributions to patient care.
- The discussion was engaging, with several questions raised by members.
- Emphasis was placed on increasing patient awareness of their roles to help reduce unnecessary waiting times and referrals.

Any Other Business (AOB)

- No additional concerns or suggestions were raised.

Closing Remarks

- The next PPG meeting was scheduled for 26th March at 12:00 noon.
 - Nazleen will send reminders and confirmations via SMS.
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Next Meeting

- Date - **26th March 2025**
- Time - 12:00 noon
- Location - Hilltop Surgery

Meeting Adjourned: 01:20pm
