

Highfield Surgery – Dr Rajiv Wadhwa & Dr Preeti Wadhwa  
25 Severn Street, Leicester, LE2 0NN

## **Patient Participation Group Meeting Minutes**

**Date:** 8 Jan 2025

**Attendees (in-person):** Ballu Patel, Weiwei Mao, Dr Rajiv Wadhwa

**Apologies from:** Nasima Meah (PPG Chair), Mrs. Krishna Karavadra, Juliet Jones (NIHR)

### **1. Review of Last Meeting Minutes**

The minutes from the previous meeting were reviewed and accepted.

Juliet Jones sent her apologies for missing this meeting but indicated she plans to join the next PPG meeting in March to promote NIHR research initiatives.

Dr Rajiv Wadhwa reiterated his willingness to deliver a health promotion talk if Nasima's community centre organises any further event in the near future. We will follow up with Nasima through an alternative contact.

### **2. Practice PPG Policy Review & PPG Charter (Terms of Reference)**

The group is in the process of renewing the PPG Policy and Charter (Terms of Reference).

#### **Key topics requiring discussion include:**

- Determining the maximum number of PPG members for the practice.
- Establishing clear job roles (e.g., Chair, Secretary) and setting up a rotation system to ensure all members have an opportunity to lead.
- Deciding the minimum number of attendees required for meetings to be deemed quorate.
- Developing strategies to encourage active participation in meetings.

Mr. Ballu Patel and Dr Rajiv Wadhwa suggested drafting a proposed policy for discussion and voting at a future meeting to finalise these elements collaboratively.

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### **3. Update on Flu Vaccination Uptake**

Mr Ballu Patel inquired about this year's flu vaccination uptake. Dr Rajiv Wadhwa reported that the uptake was lower than expected, likely due to:

- Vaccination Fatigue: Following extensive COVID-19 vaccination campaigns.
- Financial Constraints: Limited resources impacting promotion efforts.

Despite sending promotional messages and recalling patients, many opted to receive their flu vaccinations at local pharmacies instead of the surgery.

Mr Patel expressed interest in obtaining data on the percentage of vaccinations administered at pharmacies compared to those at the surgery. He recommended revisiting this topic in summer 2025 to strategise for the next flu campaign.

### **4. Next Meeting**

The next PPG meeting is scheduled for March 2025.

Efforts will be made to encourage greater attendance and ensure members actively voice their opinions.