

Patient Participation Group Meeting Minutes

Date: 1:00-2:00pm, 28 May 2025

Attendees (in-person): Nasima Meah (PPG Chair), Ballu Patel, Weiwei Mao, Dr Rajiv Wadhwa

1. Review Patient Participation Group (PPG) Policy

During our today's Patient Participation Group (PPG) meeting, we undertook a comprehensive review of the newly drafted **Patient Participation Group Policy**. This draft is a key document that outlines the structure, purpose, and expected conduct of the PPG, and it aims to strengthen the collaborative relationship between the practice and our patient community.

As part of this review, we also examined two supporting documents:

1. The **PPG Terms of Reference/Charter**, which clearly defines the scope, roles, and responsibilities of PPG members, as well as how the group will function to ensure transparency and effectiveness.
2. The **PPG Confidentiality and Declaration Agreement**, which sets out the standards for handling sensitive information and ensures all members are fully aware of their responsibilities regarding confidentiality and data protection.

We appreciate the thoughtful feedback provided by the members during this session. Several helpful suggestions were made for improving the clarity and inclusiveness of the documents. These suggestions will be taken into account in the next round of revisions.

Our goal is to finalise the policy and associated documents shortly, following further refinement and subsequent approval by the PPG team. Once approved, this updated framework will guide all future activities of the group and reinforce our commitment to collaborative patient involvement.

In addition to the policy discussion, we also shared our aspirations to **promote the PPG more widely within our patient population**. There was a collective agreement on the importance of increasing patient engagement and diversifying the membership of the group. Ideas discussed included:

- Creating accessible promotional materials for display in the practice and online.

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- Encouraging staff to actively mention the PPG during patient interactions.
- Exploring targeted outreach to underrepresented patient demographics to ensure a broad and inclusive perspective within the group.

Overall, this meeting marked a significant step forward in strengthening our PPG infrastructure and building momentum towards a more active, visible, and representative patient voice within the practice.

2. Next Meeting

The next PPG meeting is scheduled for Aug 2025.