

MINUTES OF PATIENT PARTICIPATION GROUP (PPG) MEETING	
Tuesday 17 th December 2024	
Chair	Stephen Holby (SEH) Managing Partner
Attendees	(AV), (EC) (ET)), Dr Jon Smith (JS)- GP Partner, Katie Bashford (KB) Governance and Patient Liaison Officer

Terms of reference

Approved by all in attendance.

The future of the PPG

Membership - Discussed how best to improve membership and retention of PPG members. JS agreed he would speak with other partners and encourage them to ask suitable patients to join from a range of demographics. Consideration of if nursing/pharmacy staff could help with recruitment.

Future meetings – agreed PALS would send out 4 dates for 2025 in the new year.

JS suggested PPG incorporates standing themes such as buildings, pharmacy, clinical care, disability access etc and AV asked if IT could be added to this list – PALS to discuss.

Agreed PALS would ask for agenda items from members when Teams email goes out.

Possibility of a member being chair considered but agreed consider again once membership has improved.

ACTIONS: JS to do a recruitment drive with other partners

PALS to send out 4 dates for 2025 PPG meetings.

KB/SEH to discuss possible standing themes.

KB/SEH to discuss if other staff could help recruit PPG members.

Klinik

AV raised issue that when previous is selected when completing a Klinik it wipes all the information from the page you are on.

ACTION: KB to check.