

LATHOM ROAD MEDICAL CENTRE

PPG Meeting Minutes

Date of meeting	26/09/2025
Time of meeting	12:30
Attendees	Prabha Gopinath, Sravya, Dr Reena and Dr Khajuria
Apologies	
Staff member taking minutes	Sravya / Amrutha

A patient participation group (PPG) is a group of people who are patients of the surgery and want to help it work as well as it can for patients, doctors and staff.

Agenda Item	Discussion	Actions	Person Responsible	Date to be achieved by
Matters Arising from last meeting (date)				
	During the meeting: It is an important part of the Chairperson's role to make sure meetings run efficiently and fairly. In order to do this the Chairperson should: • Stick to the meeting's Agenda, so that everything that needs to be discussed at the meeting is covered and all decisions that need to be, are made. • Always be aware of the time. Make sure the meeting stays on schedule and does not overrun its planned finishing time. • Always aim to be open-minded, fair and impartial, never letting their own views on a subject, organization or person affect how they run the meeting. • Liaising on behalf of the PPG with the Practice Manager • It is the Chairperson's role to ensure that all PPG members are enabled to undertake joint responsibility in carrying out the group's objectives. • Make sure everyone who wants to, has an opportunity to speak and play an equal part in any decisions made. No one person, in particular the Chairperson, should dominate the discussions.			

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	• Keep good order and make sure everyone can hear what other people have to say. • Helping to sort out conflicts and difference of opinion. • Sum up any important points or discussions as they are made. • Make sure people have done things they agree to do at earlier meetings. • Ensure that any action points of the meeting are assigned to members of the group before the meeting ends. • Appoint a Deputy Chairperson, if the Chairperson is unable to attend the meeting.			
This meeting's agenda items (date)				
Chairperson	Mr. M. Shah has been serving as the Chairperson of the PPG (Patient Participation Group) for the past year. As part of the group's annual process, all members were invited to express their interest in taking on the role of Chairperson. Unfortunately, no members came forward to express interest in either the Chairperson or Deputy Chairperson roles. However, we did receive a nomination from one PPG member for Mr. M. Shah to continue as Chair. If anyone is interested in the role of Deputy Chairperson, please let us know. SHAH, Mitesh (Mr.) - PPG Chairperson • We would like to kindly invite your support in expanding our PPG. If you know any patients who may be interested in joining, sharing their ideas, or taking part in discussions, please let us know. We have shared the PPG invitation with patients and would be happy to send the sign-up form and further details to anyone who expresses interest.		APM/Amrutha	

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Macmillan cancer Coffee Morning	Practice is hosting a coffee morning in support of Macmillan Cancer Support, and we are proud to back such a noble cause. Last year we were able to donate £188.26 and we have set ourselves a goal of £250 this year. Coffee and Snacks will be provided to patients which were donated by staff members. • Practice arranged Macmillan cancer coffee morning and PPG workshop. Thank you for those who attended and supported. • We had a patient who showed interest to join our PPG group and sign-up form were given. • Coffee and baked goods were provided to the patients which were donated by staff members. • We raised £539.77 overall from our Macmillan coffee morning, held on 26th September 2025.			
Patient survey	This year GP patient survey is sent, For full breakdown details please follow the link: GP Patient Survey  Patient survey 2025.pdf  Practice Comparison.pdf GPPS 2025 GP Infographic PUBLIC F84070 230725 .pptx Since no one was able to join today's meeting, we'll carry the discussion about the patient survey forward to our next PPG meeting. Please take a moment to review the attached patient survey before our next discussion.		APM	

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Room extension	We are proposing a structural modification to expand the current facility by adding one additional clinical room. This extension is intended to accommodate more patients and enhance the overall efficiency of clinical services.			
Service updates	• New Salaried GP recruited - Dr John Tjoakarfa • New Trainee GP – Dr Shristi Khanal			
Surgery Relocation	We are actively searching for a new building or additional space to accommodate our growing needs, as our current premises are becoming overcrowded. If anyone comes across a suitable space that could function as a surgery, please let us know so we can reach out to the property owner. Our current lease runs until September 2028, so we do have some time, but we are seriously looking and open to options now.			
Next meeting	December 2025- date to be confirmed and all members will be invited.			