

LATHOM ROAD MEDICAL CENTRE

PPG Meeting agenda

Date of meeting	Wednesday 12.06.2024
Time of meeting	11:00 am
Attendees	
Apologies	
Staff member taking minutes	Sravya

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)				
Chairperson	<ul style="list-style-type: none"> As we have not received any other nominations for the chairperson role, besides Mr Mitesh Shah, he has been elected as the new Chairperson. <p>Responsibilities of a chairperson:</p> <ul style="list-style-type: none"> The Chairperson shall be elected by the PPG members to serve for a period of 24 months. <p>Before the meeting: It is part of the job of the Chairperson to help the PPG Admin lead to put together the Agenda for each meeting. It is a good idea for the Chairperson to:</p> <ul style="list-style-type: none"> Make sure they know about each item to be discussed at the meeting. Work out how much time will be needed to cover each item on the agenda and try not to let the discussions of each item go over that time. Decide what result is needed from each item on the agenda. <p>During the meeting:</p>			

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	<p>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:</p> <ul style="list-style-type: none"> • 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. • 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. 			
<p>This meeting's agenda items (date)</p>				
<p>New practice manager</p>	<p>We have a new practice manager, Prabha Gopinath. She took the role since mid-January 2024.</p>			

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IRIS	<p>IRIS- Identification referral improve safety. London black women project supporting women and men experiencing domestic violence and abuse. IRIS team support patients with housing issues, benefits and childcare if required. They also provide services such as refuge, counselling face to face or online, community services, language line if translator required, and talking therapies. They have case workers; immigration advisor and children support on site. Lathom Road medical centre had a training how to identify whoever is at risk of domestic violence or abuse. Referral can be done by your GP, please speak with the member of staff.</p> <p>Please see below their telephone number.</p> <p>02084720528</p>			
Patient access	New Practice website with up-to-date technology.			
Relocation update	As requested, an update on relocation will be discussed.			
Next meeting	September 2024			