

# Leigh Surgery Patient Participation Group (PPG)

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## Meeting Minutes

Date: Thursday 24 July 2025

Time: 16:00

Location: Leigh Surgery Meeting Room

## In Attendance:

- Tommy Taylor (Newly appointed Chair) Minute taker for this meeting only.
- Susan Page
- David Simkins
- Colin Catterick
- Chris Dugmore
- Ken

**Apologies:** TT was not alerted to any on the day.

## 1. Welcome and introductions

The meeting opened with brief introductions from each group member to welcome David Simkins, who has recently joined the PPG.

Colin Catterick formally proposed Tommy Taylor as Chair of the PPG, with the nomination seconded by Chris Dugmore. The group approved the appointment.

## 2. Purpose of the meeting

Tommy Taylor (TT) outlined that the meeting was a single-agenda item discussion focused on the Men's Health Forum. This followed on from the email and attached consultation document distributed by TT on 8 July 2025, titled Strategic Planning Consultation, and a response from Chris Dugmore (CG) dated 15 July, shared via Ellie White.

The aim of the meeting was to review the consultation points and provide feedback to the surgery.

## **3. Discussion points and outcomes**

### **3.1 Target audience**

The target audience for the Men's Health Forum will be men, with a particular focus on those aged 40 and over. However, the group agreed that promotional materials should also be shared with women and others who may support men in attending or engaging with the program.

There was a discussion around patient engagement. The group agreed that it would be the surgery's responsibility to distribute publicity materials to patients.

### **3.2 Program scope**

The group discussed the benefits of a seminar-style format, which would likely engage a good number of participants. It was also agreed that an online option should be considered to increase accessibility.

A proposal from CG referencing the Men's Health Forum's online video course was discussed. The cost for delivery would be just over £350 for 100 participants. However, as not all members had seen the video, it was agreed that TT would circulate the link <<https://shop.menshealthforum.org.uk/collections/training>> and all members should review it ahead of the next meeting.

### **3.3 Age profile**

The forum will target men aged 40 and above.

### **3.4 Delivery format**

The group reiterated that both in-person seminars and online delivery should be explored.

Ken referenced a previous agreement from a meeting held in June 2024. He quoted from those minutes, which led to a discussion. TT responded that referencing past meetings without full context can hinder current progress. He asked that members review past minutes ahead of meetings and raise any ongoing items through formal channels either at the next meeting or via Ellie White or himself so that proposals are managed in a timely and structured way.

### **3.5 Session duration and timing**

It was agreed that sessions should last between 30 and 60 minutes, ideally in the evening, though weekend sessions could also be considered.

### **3.6 Venue and cost**

Possible venues discussed included:

- Leigh Surgery (preferred, subject to availability)
- Leigh Community Hall (as an alternative)
- Online delivery, which would negate venue issues

#### **4. Any Other Business (AOB)**

Ken suggested that future meetings include a 30-minute PPG members-only session, followed by a 90-minute meeting including surgery representation.

TT proposed an alternative: 30 minutes for PPG members only, followed by a 60-minute open forum with surgery involvement. He expressed concern that extending the meeting without surgery input may reduce its effectiveness and impact.

Ken also requested that all PPG related business conducted via email should be circulated to PPG members only. In response, TT proposed a review and cleanse of the current mailing list, while also requesting that Dr Taz and Ellie remain on the list, as it is important for the surgery to stay informed about PPG discussions and developments.

Meeting closed: 17:10