**How to run a Patient Participation Group (PPG)**

All patients over 16 years of age can be a member of the PPG. All members attending meetings have a part to play. You will need to be prepared, able to take part in the discussions, and to work as part of the group according to the agreed aims.

**When and where**

Getting the right day or time to suit everybody is always a challenge when organising meetings. There is no right or wrong time; it is often a process of trial and error to find a date and time that suits most of the PPG members, most of the time, and which can be accommodated within the working schedule of the GP practice. Some groups find it is best to stick to a regular day and time each month. Others find that it works well to vary the time or day of meeting. Whichever approach your PPG takes, ensure that dates and times of meetings are circulated and advertised well in advance to ensure people can arrange to be available and have an opportunity to prepare for the meeting. PPGs can meet at their surgery or online. It is worth thinking about meeting somewhere that is easily accessible for people with disabilities.

**Ground rules**

It may be helpful to have some agreed ground rules for PPG meetings which could include the following:

* We recognise that this meeting is not a forum for individual complaints and single issues.
* We respect all members of the group - one person speaks at a time; questions and contributions are usually directed through the chair of the meeting.
* We recognise that constructive, honest debate is useful.