

# Peninsula Practice Patient Participation Group Terms of Reference

## Objective

The Patient Participation Group shall represent the patients of the Peninsula Practice and facilitate communication between the Practice and its patients by providing a forum for beneficial discussion in areas such as health promotion and education, improvement of the Practice and local health services, and other topics as determined by the needs of the Practice and its patients.

**Aims:** To achieve its purpose, the Patient Participation Group shall:

- Be representative of the Practice patient population.
- Provide an independently informed link between patients (and their carers) and Practice doctors and staff.
- Gather and analyse views from Practice patients on local health and care issues, comment upon and offer opinion on these views to representatives of the Practice.
- Communicate with the wider patient body about local health and Practice issues.
- Liaise with Practice clinicians and other staff, community health workers, Health Authorities, Clinical Commissioning Group, health service providers and other such persons or organisations concerned with patient health care.
- Fundraise to improve the facilities and services provided by the Practice.

## Membership:

1. Membership of the PPG shall be open to any individual over 16 years of age who is a registered patient of the Peninsula Practice and interested in helping the PPG to achieve its aims. Membership shall be without regard to disability, political or religious affiliation, race, gender, or sexual orientation.
2. The PPG membership should represent the key areas within the catchment area.
3. Membership of the PPG is by application, which requires the provision of contact information and confirmation that they are patients at the Practice. There is no membership fee.
4. A PPG member will be deemed to have resigned if, for whatever reason, they are removed from the Practice list. A member may resign by writing to the PPG secretary or the administrator at the Peninsula Practice.
5. The Patient Participation Group should aim for a target of 20 members.
6. Meetings are subject to a quorum of 50% of membership in attendance at each meeting.
7. The Patient Participation Group shall meet face to face no fewer than four times a year.
8. Any Patient Participation Group member who fails to attend four consecutive meetings may be deemed to have resigned, unless they have mitigating circumstances.
9. Membership of the PPG does not provide any additional entitlement to the services provided by the Practice than any other patient.
10. Recruitment of members will be through the website, new patient registration packs, newsletters and by current members.
11. Members will be requested to declare interests on any item on the agenda at the beginning of the meeting.

**Management:**

1. The Officers of the PPG Management shall be the Chairperson and the Secretary.
2. Any specific Officers posts of the PPG committee will become vacant on an annual basis with the option of self/other nomination for the positions and a process of voting by other members.

**The Duties of the Officers:**

The duties of the Chair are to:

- Chair meetings of the PPG
- Ensure that there are regular lines of communication between the PPG and Practice
- Act as the spokesperson of the PPG when necessary.

The duties of the Secretary are to:

- Keep a membership and contact list of the PPG members.
- Prepare the agenda for the PPG meetings in consultation with the chair and representatives from the Practice.
- Take, keep, and circulate PPG minutes of all meetings. The Practice should publish minutes on the Practice website and notice boards at the surgeries.