**CHEADLE MEDICAL PRACTICE**

**PATIENT PARTICIPATION GROUP**

**TERMS OF REFERENCE OF THE PATIENT PARTICIPATION GROUP**

**1: Name of Group**

The group shall be called **CHEADLE MEDICAL PRACTICE PATIENT PARTICIPATION GROUP** (hereinafter referred to as the **Group**).

**2:** **Objectives**

The purpose of the group is to give a voice to patients of Cheadle Medical Practice (herein referred to as the Practice) and to promote co-operation between the practice and patients to the mutual benefit of both. This will be without the distinction of gender, race, colour or political or religious opinions. The group shall, where possible, respect diversity and opinions at all times.

**3: Membership of the group**

Membership of the group shall be open and free to all registered patients and staff of the practice. Removal of a patient from the practice list for whatever reason will disqualify membership of the group.

**4: Activities of the Group**

The Group will:

1. Give patients a voice in the organisation of their care.
2. Contribute to practice decision-making and act as a forum for consultation on services development and provisions.
3. Provide feedback on patients’ needs, concerns and interests and challenge the practice constructively whenever necessary. This will include reviewing the practices annual local patient survey in order to inform the Groups priorities and work programme.
4. To serve as a “safety valve” for dealing with grumbles and complaints about the practice, representing patients, but also helping them understand the practice viewpoint.
5. Communicate information about the wider community which may affect healthcare
6. Promote good health and higher levels of health literacy by encouraging and supporting activities within the practice and promoting preventative medicine.
7. Influencing the provision of secondary healthcare and social care locally.
8. Monitor services, e.g. hospital discharge and support when back in the community
9. Give feedback to NHS commissioning bodies etc on consultation/treatments

**5: Organisation of the group**

1. The group’s activities will be organised and managed by a committee of volunteers.
2. The practice will be represented on the committee by two staff members; one must be a GP Partner.
3. The committee will be composed of volunteer members of the Practice and agreed at the AGM, its quorum will be eight committee members plus two staff members.
4. In the event of an office holder standing down during the year the committee will select a replacement to serve until the next AGM. Any patient can nominate themselves.
5. The committee will elect, every 3 years, a Chair, Deputy Chair and Secretary.
6. Other members will be co-opted from time to time as required by the committee in carrying out its business.
7. Administrative and Secretarial assistance will be provided through the practice.
8. All reasonable expenses shall be met by the practice
9. The committee Chair will liaise with the practice prior to making any proposed communications with third party organisations.

**6: Meetings**

The group will hold an annual general meeting in January each year and will hold interim meetings every 3 months at which any patient will be entitled to attend. At least 2 weeks advance notice shall be given for each meeting, the dates of which will be made available to patients by way of the PPG group email and practice website. Agendas and supporting papers will be made available no less than 2 weeks before the meetings. Committee members will be notified by e-mail or post wherever necessary. The AGM and other meetings shall be chaired by the committee’s chair or deputy chair.

**7: Meeting Ground Rules**

Meetings of the group and the committee are not forums for individual complaints or single issues. Meetings will be held at the practice or any other venue deemed appropriate. They will commence between 18:00 and 18.30 and finish by 19:30. The practice and the chairman shall be responsible for the agenda and the practice will be responsible for taking and distributing minutes. All members attending the meeting will be invited to forward items for the agenda.

The group will be flexible, listen, ask for help and support each other. The group shall also demonstrate commitment to delivering results as a group and advocates open and honest communications. Phones or other disruptions will not be permitted at the meetings.

**Confidentiality:**

**All members of the group are expected to adhere to strict rules of confidentiality, where no such personal or sensitive information will be discussed outside the meeting.**

**Any alterations to these Terms of Reference shall be agreed by a resolution passed at an AGM by two-thirds majority of those present.**