

LEYBURN MEDICAL PRACTICE PATIENT PARTICIPATION GROUP (PPG)

TERMS OF REFERENCE

Purpose of the PPG

The purpose of the PPG is to give a voice to patients of Leyburn Medical Practice and to promote co-operation between the practice and patients to the mutual benefit of both.

Membership of the PPG

Membership of the PPG is open and free to all registered patients and staff of the practice.

Activities of the PPG

The PPG's primary aims are to:

- Contribute to practice decision-making and act as a forum for consultation on service development and provision within primary care
- Provide feedback on patients' needs, concerns and interests and challenge the practice constructively whenever necessary. This will include reviewing the practice's annual local patient survey in order to inform the PPG's priorities and work programme
- Serve as a 'safety valve' for dealing with grumbles and complaints about the practice – representing patients but also helping them to understand the practice's viewpoint

Meetings of the PPG

- The PPG will hold an Annual General Meeting (AGM) in September each year
- Six weeks' notice shall be given for the AGM, and agendas and supporting papers will be made available no less than 4 weeks before the meeting date.
- Information about the PPG's activities will be displayed on the practice notice boards, in the surgery waiting room and on the PPG's page of the practice website.
- The AGM and other meetings of the PPG will be chaired by the committee chair
- Observers may speak at a meeting when invited to do so by the chair.

Organisation of the PPG

- The PPG's activities will be organised by a committee of volunteers.
- The committee will be a maximum of nine members to be agreed at the AGM and its quorum will be four members. One member will be elected as chair. Members may be co-opted during the year if the group is under strength.
- Administrative assistance will be provided through the Practice.
- The committee shall meet approximately five times a year. Meeting agendas and supporting papers will be made available at least 1 week before each meeting. Committee members will be notified by email or post when necessary.
- The chair will liaise with the practice prior to making any proposed communications with third party organisations.

Meetings Ground Rules

- Meetings are not forums for individual complaints or single issues.
- Formal minutes of each committee meeting will be kept and published.
- Committee members should declare at each meeting any interest which may conflict with matters being discussed.
- As a body representing the public, all members will be expected to abide by the Nolan Principles. See the link in this section or [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)