

PPG Terms of Reference

Aims

- To provide a forum for patients where they will have the opportunity to collaborate with and support the Practice, and to provide a patient perspective to the Practice.
- To enable patients, where appropriate, to influence local health care services.

Objectives

- To provide a link between the Practice staff and the patient population's views.
- To review patient feedback annually as part of a Practice-led patient survey.
- To provide a link from the Practice to wider community representative groups, for example Winchester Health Forum, other PPGs, local branches of charities e.g. Help the Aged, Mencap, BHF, etc.
- To provide links for patients with specific needs to form support groups or to join existing local support groups.
- To share best practice and good ideas so as to enhance the well-being of patients and staff.
- To give input to Practice communications to ensure clear, plain English, for example, Practice information leaflets, website content, etc.
- To provide a sounding board and provide input for major changes to services.
- To support the Practice in its dealings with other bodies.
- To review these terms of reference annually.

Membership

- The group will consist of patients who are registered at the West Meon Surgery plus one GP Partner and the Practice Manager.
- A chair person, vice chair person and a secretary will be elected from the patients within the group normally for their period of their tenure.

- The tenure of the patient members will initially be staggered. Two members, three members and two members will have tenure of one year, two and three years respectively. Thereafter, member tenure will be set at three years. This will ensure that not all members leave the group at the same time and will provide continuity. Normally when a member's tenure comes to end they can rejoin the group after the absence of one year but if no one is willing to take their place they can continue for another three years.
- A quorum will exist at formal meetings when there are four or more members present.
- Other interested patients or members of staff may be co-opted from time to time when their input is considered to be of particular value.
- Patients who would like to join the group should let the Practice Manager know.
- If a member is unable to attend a meeting they should offer their apologies ahead of the meeting.
- If a member is disruptive or uncooperative within the group, they may be asked to resign by the Practice Manager after consultation with the group.

Meeting frequency

- The group will normally meet quarterly.

Minutes

- Meetings will have an agenda and minutes. Minutes of the meetings will be available for public viewing on this website.
- Members will agree to treat items discussed as confidential where appropriate.
- The chair will produce a short annual review report so that details of activity done and proposed can be formally recorded.