

# **BEECHWOOD MEDICAL PRACTICE**

## **PATIENT PARTICIPATION GROUP**

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

#### **1. Title of the Group**

The Group shall be called Beechwood Medical Practice Patient Participation Group (hereinafter referred to as 'the Group')

#### **2. Aims of the Group**

- To offer opinions in a constructive manner and to put forward ideas on behalf of other patients.
- To improve the provision of health care.
- To improve communication between surgery, patients and the wider community about matters concerning the surgery and health in general.
- To provide assistance in development of new services.
- To encourage a spirit of self help and support amongst patients to improve their health and social care.

#### **3. Membership of the Group**

Membership of the Group shall be open and free to all registered patients of the Practice.

#### **4. Activities of the Group**

The Group will:

- 4.1 Contribute to practice decision-making and act as a forum for consultation on service development and provision;
- 4.2 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 Group's priorities and work programme;
- 4.3 Represent patients but also help them to understand the practice's viewpoint;
- 4.4 Communicate information about the wider community which may affect healthcare;
- 4.5 Give patients a voice in the organisation of their care;
- 4.6 Promote good health and higher levels of health literacy by encouraging and supporting activities within the practice and promoting preventive medicine;
- 4.7 Influence the provision of secondary healthcare and social care locally;
- 4.8 Monitor services, eg hospital discharge and support when back in the community; and
- 4.9 Give feedback to NHS trusts, commissioning bodies etc on consultations.

## **5. Meetings of the Group**

- 5.1. The Group will hold an Annual General Meeting in December each year.
- 5.2. No less than one month's notice shall be given for the AGM, and agendas and supporting papers will be made available no less than 2 weeks before the meeting date.
- 5.3. Notices of meetings, reports of meetings and information about the Group's activities will be displayed on the Practice notice boards, in the surgery waiting room and on the Practice website.
- 5.4. The AGM and other meetings of the Group will be chaired by the Committee Chair or the Deputy Chair.
- 5.5. The Group may allow non members to attend in the role of observer. Observers may only speak at a meeting if invited to do so by the Chair.

## **6. Organisation of the Group**

- 6.1. The Group will elect a chair, deputy chair and treasurer each will hold a term of office of three years and an election will be held for a different post each year thereby ensuring continuity of officer representation.
- 6.2. Administrative assistance will be provided by the practice.
- 6.3. The Group will aim to meet at least four times a year (including the AGM). Meeting agendas and supporting papers will be made available at least 1 week prior to each meeting.
- 6.4. The Group Chair will liaise with the Practice prior to making any proposed communications with third party organisations.

## **7. Meetings Ground Rules**

- 7.1. Meetings of the Group are not forums for individual complaints or single issues.
- 7.2. The Group advocates open and honest communication and challenge between individuals
- 7.3. The Group will be flexible, listen, ask for help and support each other.
- 7.4. The Group will demonstrate a commitment to deliver results, as a group
- 7.5. All views are valid and will be listened to but must be put through the chair
- 7.6. The Group will respect one another and behave accordingly – anyone who behaves rudely or tries to bully other members will be ejected from the Group
- 7.7. No phones or other disruptions will be permitted
- 7.8. Formal minutes of each meeting will be kept and published
- 7.9. Meetings will start and finish on time and will stick to the agenda.

## **8. Declarations of Interest**

As a body representing the public, all members will be expected to abide by the Nolan Principles set out at the end of these terms of reference. All members of the Group will be required to declare at each meeting any interest which may conflict with the matters being discussed. For the avoidance of doubt an interest is a connection, direct or indirect, financial or non-financial with another body or organisation such as it may be presumed to influence the behaviour and opinions of the individual.