**Fairfield Surgery,**

**Patient Participation Group**

**Terms of Reference**

**1. Title of the Group**

The Group shall be called THE PATIENT PARTICIPATION GROUP (PPG) of the FAIRFIELD SURGERY (hereinafter referred to as ’the Group’).

**2. Purpose of the Group**

The purpose of the Group is to give a voice to patients of Fairfield Surgery (the Practice) and to promote co-operation between the Practice and Patients to the mutual benefit of both.

**3. Membership of the Group**

Membership of the Group shall be open and free to all registered Patients and staff of the Practice.
A Virtual PPG group will receive regular information via email.
A Doctor should be encouraged to attend all Committee meetings where possible.

**4. Activities of the Group**

4.1.Provide feedback on 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 where necessary;
4.3.Give patients a voice in the organisation of their care;
4.4.The Group will advise the Practice on the education needs of the community by encouraging, supporting activities, within the Practice, promoting preventative medicine and healthy lifestyle choices;
4.5.Communicate information about the wider community which may affect healthcare;
4.6.The Group will represent patients at the Practice in seeking to Influence the provision of secondary healthcare and social care locally;
4.7.Give feedback to NHS trusts, CCGs etc;
4.8.The PPG are to liaise with other PPG’s.

**5. Meetings of the Group**

5.1. The PPG will endeavour to meet no fewer than four times a year and will, in addition, aim to hold an Annual General Meeting each year.
5.2. Agendas and supporting papers will be made available 1 week before the meeting date.
5.3. The AGM and other meetings of the Group will be chaired by the Committee Chair or the Deputy Chair.
5.4. The minutes of all meetings will be published on the Practice website.

**6. Organisation of the Group**
6.1. The Group’s activities will be organised by a Committee of volunteers.
6.2. The Committee will be composed of a Chair, Deputy Chair, and Secretary, and between four and seven members, to be agreed at the AGM. Other members will be co-opted as required;
6.3.There shall be a maximum of ten Committee members at any one time and its quorum will be five Committee members including two Officers;
6.4.After the AGM the Committee will elect a Chair, Deputy Chair and Secretary and may appoint other officers if they wish to do so;
6.5.Administrative assistance will be provided through the Practice;
6.6.The point of contact for the Group will be the Practice Manager, who will involve the Partners and other members of staff when necessary;
6.7.There will normally be a representative from the Practice at all PPG Committee meetings; 6.8.Non-attendees at two consecutive meetings without apology should be removed from the Committee.

**7. Meetings Ground Rules**

7.1.Meetings of the Group and the Committee are not fora for individual complaints or single issues;
7.2.The Group advocates open and honest communication 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 for delivering 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 permitted;
7.8.Formal minutes of each Committee and Group meeting will be kept and published;
7.9. The Surgery may not be able to discuss certain matters due to patient confidentiality.

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