



Upton Village Surgery  
Patient Participation Group Terms of Reference

**1. Aims**

1.1 The aims of the Patient Participation Group (PPG) are:

- a) To provide a patient perspective input to the practice
- b) Enable patients to influence local health care services
- c) Develop a more informed patient community
- d) Provide a forum to discuss issues relevant to the practice

**2. Objectives**

2.1 The main objectives of the PPG are:

- a) To facilitate and encourage dialogue between patients and the practice team in order to promote patient involvement in the practice
- b) To involve patients in the review, development and planning of services by Upton Village Surgery and, through the practice's membership of the Cheshire and Merseyside ICB, to help influence the wider development of medical services in Cheshire
- c) To identify services and issues about which the practice should consult with patients, consider any comments resulting from these consultations, and support the practice in responding to them
- d) To support the practice in drafting practice materials and communications, such as the newsletter and website, and offer feedback on literature for patients

**3. Membership**

3.1 The membership of Upton Village Surgery PPG will include:

- Patient representatives
- The Practice Manager of the surgery

3.2 The PPG consists of a core membership as follows:

- A) Core Group – minimum of three and maximum of ten members, consisting of the Practice Manager and up to nine patient representatives

3.3 Each meeting will require at least three core members to be quorate.

3.4 The Practice Manager will be the only member of the Surgery who will be entitled to core membership. Other practice staff may attend meetings in a support/advisory role but will not be entitled to PPG membership.

3.5 GP's may attend at least once a year, as a guest, to raise their agenda items as required but also help agree the work programme for the next calendar year.

3.6 PPG membership will be open to anyone registered with the practice. The practice will try as far as possible, given the voluntary nature of the group; try to ensure that its membership reflect the patient population.

3.7 New PPG core members will require approval by the practice partners.

3.8 All members will be expected to respect rules of confidentiality and not discuss personal or sensitive information outside a meeting. It is expected that all core members will sign an agreement.

3.9 Membership of the group does not confer any priority claims on the practice or any right to preferential treatment, not does it alter the existing NHS processes for handling individual complaints.

3.10 The Chair and Vice-Chair of the PPG will be appointed by the core patient representatives within the PPG, for a period of one year.

3.11 Where a vote is tied, the chair will have the casting vote for all decisions. In the absence of the Chair, the Vice-Chair will have the casting vote.

3.12 There is one membership level available within the PPG, as per below.

Membership Level	Requirement	Voting Rights	Minimum Nos.
Core Membership	-Attends at least 50% of main meetings each year. - Usually take lead role on a subject as determined by the PPG Annual Work Programme and as agreed with the Chair	Full voting/decision making rights	Minimum of two patient representative members and Practice Manager

#### **4. Meetings**

4.1 Meetings will be held three times a year. They will be held on the practice premises or an alternative venue as agreed.

4.2 Dates of the meeting will be publicised in advance and all meetings will have an agenda and minutes.

4.3 Any member wishing to place an item on the agenda should contact the chair at least two weeks prior to the meeting.

4.4 The chair will organise the agenda and either Chair/Secretary will be responsible for taking and distributing minutes of each meeting.

4.5 Draft minutes of each meeting will be forwarded to the chair within two weeks of the meeting, and published after agreement with the chair.



4.6 A copy of the minutes from each meeting will be published to the practice website and available in the waiting room to read.

4.7 From time to time, the PPG may agree to set up sub groups to carry out specific tasks/assignments.

## **5. Review**

These terms of reference will be reviewed annually at the February meeting.