

Thank you for expressing an interest in becoming a **Core Member (CM)** of the Patient Participation Group (PPG) for Upton Village Surgery (UVS). This document sets out the roles and responsibilities of your membership and how information is communicated within the PPG. If, after reading this document, you are still interested in becoming a core (or virtual member, details available) please email uvspg@gmail.com and we will guide you through the next steps for membership.

Terms of Reference

- 1) Please see the attached terms of reference which provides the context for core membership. By becoming a core member you are accepting the terms of reference and also the responsibilities set out in this document.

Purpose

- 2) The CM role is intended to provide a direct link to the GP practice on behalf of the patient community, with members expected to make a regular contribution through attendance at meetings and involvement in selected topics to help achieve agreed outcomes. In this respect it also acts as a “critical friend” for the practice, on behalf of the patient community.

Communication

- 1) Communication between core PPG members will be via a number of channels, including meetings, a WHATSAPP group and an electronic discussion group platform, hosted by the NHS, called FutureNHS; this requires an account set-up for the individual.

Meetings

- 2) The PPG will meet (virtually or face to face) at least four times a year (usually March, June, September and December) with meetings usually lasting around two hours. All CM's are expected to attend at least fifty percent of the annual meetings in order to remain a core member. Where the CM feels they are unable to continue to meet their obligations they may still make a contribution by becoming a virtual member.

Work Programme

- 3) Each CM will be expected to take responsibility for a specific area of the work programme. This will be a topic chosen by them after discussion and agreement with PPG members. It is not intended that this work will be particularly onerous and will be tailored to the amount of reasonable time the CM is able to make available outside of meetings.

However, the guiding principle is that all core members will make some form of regular contribution in addition to attendance at meetings in order to help drive forward the changes agreed between the PPG and practice. Examples of areas of the work programme that have been completed already include improvements to the patient survey and launch of a quarterly newsletter.

Enrolment & Termination of Core Membership

- 4) a) Enrolment of members will be subject to approval by the practice partners and require the completion of an online form to provide brief background details.

b) The PPG reserves the right to terminate or suspend an individual's core membership at any time if they consider the person has acted inappropriately and/or against the best interests of

the patient community. This decision will be taken by a vote of core PPG members. This voting arrangement will also be used to re-instate a CM where appropriate.