**1. Purpose**

The Upton Village Surgery Patient Participation Group consists of volunteer patients and GP practice staff who meet regularly to maximise the opportunity for positive change in the local health care service and to develop a more informed patient community.

**2. Aims**

1. Encourage a collaborative forum between the practice and patient volunteers.
2. Provide a patient perspective to the practice.
3. To enable patients to influence local health care services.
4. To identify services and issues where the practice should consult with patients, consider any comments resulting from these consultations, and support the practice in responding to them.
5. To support the practice in drafting communications and offer feedback.

**3.0 Objectives**

The PPG’s annual objectives will be shown via its work program.

**4.0 Membership**

The membership of the Upton Village Surgery PPG includes:

Patient Representatives (Max of 10)

The UVS Practice Manager

The UVS Practice Operations Leader

4.1 The PPG will strive to ensure the core membership is representative of the patient community.

4.2 GPs are welcome to attend, to raise agenda items and also to help agree the work programme for the next calendar year.

4.3 Core membership is open to patients registered with the practice.

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

4.5 Membership of the group does not confer any priority claims on the practice or any right to preferential treatment, nor does it alter the existing NHS processes for handling individual complaints.

4.6 Members who do not attend at least fifty per cent of the main PPG meetings each calendar year will no longer be considered a member of the core PPG.

4.7 The Chair and Vice-Chairs of the PPG will be appointed by the PPG each December, for a period of one year.

4.8 Core members may take lead roles on the annual work program agreed by the PPG.

4.9 Core membership will be reviewed every 2 years to ensure opportunities are available for other patient volunteers when there are no vacancies.

**5. Meetings**

5.1 Meetings will be held at least three times a year. They will be held on the practice premises or an alternative venue.

5.2 Each meeting will require at least three core patient representatives to be quorate.

5.3 All members will be asked to sign an agreement to ensure rules of confidentiality are maintained and they know not to discuss personal or sensitive information outside a meeting.

5.4 Practice staff may attend meetings in a support/advisory role but will not be entitled to PPG membership.

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

5.6 Any member wishing to place an item on the agenda should register the item with the Group Secretary at least two weeks before the meeting.

5.7 The Group secretary will organise the agenda and will be responsible for taking and distributing minutes of each meeting.

5.8 Draft minutes will be reviewed by the chair before they are issued.

5.9 The Group Secretary will arrange with the practice for a copy of the most recent agenda, minutes and any associated documents to be displayed in the practice waiting areas and on the PPG page of the web site for patients to read.

**6 Review**

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