

SIDCUP MEDICAL CENTRE PATIENT PARTICIPATION GROUP

Aims of the Patient Participation Group (PPG)

1. To work as a partnership with the Practice to develop a positive and constructive relationship and dialogue between patients and the practice personnel, to the mutual benefit of both.
2. To act as a representative group to support the Practice and communicate the wishes, views and experiences of patients.
3. To participate in joint consultation, and to provide constructive feedback to the Practice on current procedures and proposed new developments, both within the practice and local provision of health and social care.
4. To support both patients and the Practice in encouraging good health and wellbeing, through self-help, educational promotions and events involving invited professional specialists where appropriate.
5. To assist with such matters as surveys when required.

PPG Structure and Membership:

1. All registered patients are automatically members.
2. The PPG will be non-political and non-sectarian.
3. The PPG shall elect officers from the members at an Annual General Meeting. The Committee will comprise four officers – Chairman, Vice Chairman, Secretary and Treasurer.
4. The Committee will hold regular meetings every 3 months. The PPG will extend an open invitation to practice staff to attend its meetings, in agreement with the Senior Partner. If a member of the committee fails to attend three consecutive meetings without notification they may be asked to leave the group.
5. A Practice representative should attend meetings whenever possible.

Responsibilities of the PPG Committee.

1. Abide by the principals of good meeting practice, for example; i) read any relevant papers and agendas in advance. ii) arrive on time. iii) allow others to be heard and listened to.
2. Good manners and respect should be shown to all. Listen when others are speaking.
3. Make your contribution purposeful and to the point.
4. To accept that the ruling of the Chair is final on matters concerning conduct.
5. Decisions will be made by a majority vote.
6. Members should be prepared to assist with tasks undertaken by the group, e.g. promoting the group, conducting a survey, assisting with flu clinics.
7. Confidentiality – members must not discuss any privileged information that may be shared in committee.
8. Personal agendas, complaints or medical matters should not be discussed either within the group or with the medical representative. These should be taken forward through the appropriate channels. (It should be understood that membership gives no privileges to services within the practice).

9. Members' contact details should not be shared outside the group.
10. Inform either the Secretary or Chairman if unable to attend a meeting.

Meetings

1. The PPG will meet no fewer than four times a year, for planning purposes and liaison with practice staff.
2. Meetings are subject to a quorum of five members. Apologies for absence should be sent to the Chair or Secretary prior to the meeting.
3. Confidentiality – members must not discuss any privileged information that may be shared within the committee.
4. Members will be invited to suggest items to be included on the agenda.
5. The agenda should be followed and any additional items raised under 'Any Other Business'.
6. It is the Chair's responsibility to keep the meeting on track and on time.

Practice responsibilities (*To be agreed with Practice*)

1. Provide a representative to attend committee meetings.
2. To provide administrative support if required.
3. To provide a meeting place or via Teams
4. To provide feedback on current initiatives and on activities which have involved the PPG.
5. To up-date the PPG on staffing changes and initiatives and consult on property development.
6. To relay information and explanation regarding new policies, both local and national, relating to the functioning of the practice.
7. To offer one face to face meeting a year

Signed agreement

NB: To ensure a jointly agreed approach by the PPG and the Practice, this section should be signed by both parties.

These terms of reference were adopted by Sidcup Medical Centre PPG at the meeting held on and may be reviewed according to need.

Signed..... PPG Chair

Dated.....

Signed.....GP representative

Dated.....

Appendix

Roles within the Committee

The committee will comprise four officers – Chairman, Vice Chairman, Secretary and Treasurer

CHAIRMAN:

Sets agenda and plans meeting.
Liaise with Secretary and Practice representatives.

At Meeting:

1. Opens meeting, welcome.
2. Asks for agreement of previous meeting's minutes.
3. Leads meeting in a constructive and time efficient way encouraging all to participate on an equal footing.
4. Ensures that amendments to previous minutes, key points and decisions are noted.
5. Keeps the meeting running to time whilst allowing for flexibility when necessary.
6. Conducts vote on issues and decisions as required.
7. Summarises decisions and any actions to be taken and by whom.
8. Confirms time and place of next meeting.
9. Liaises with Secretary and Minutes Secretary re. Minutes and Agendas

VICE CHAIRMAN:

Assists and deputises for Chairman, as necessary.

SECRETARY:

1. Schedules meetings and gives notice to members.
2. Distributes agenda and minutes of previous meeting at least 7 days in advance
3. Sends out reminders of actions/decisions where necessary.
4. Keeps records and files of past minutes and reports.
5. Keeps records of membership and contact details.
6. Records names of those present and apologies given for absence.
7. Reports on any actions and/or matters arising from previous meeting.
8. Takes notes during the meeting, recording key points, decisions and proposals – with names where appropriate.
9. Prepares a draft of the minutes and consults with Chairman.

TREASURER

Is responsible for:

1. Having a general financial oversight.
2. Financial reporting
3. Banking, book-keeping and record keeping.
4. Preparing accounts in preparation for audit.