**Terms of Reference NHHCPPG (June 2016)**

1. **Title of Group**

The Group shall be called the Newton Heath Health Centre Patient Participation Group (NHHCPPG)

**2.** **The Purpose of the Group**

A: The NHHCPPG will provide a forum for patients where they will provide a patient perspective to the practice and have the opportunity to collaborate with and strengthen communication between the Practice, Patients and the wider community for the benefit of all.

B: Enable, where appropriate, patients to influence local health care services.

**3. Membership of the Group**

A: Membership of the Group shall be free and open to all registered Patients of the Practice aged 16 years and over. However, to comply with current legislation, anyone below the age of 18 will be asked to provide their date of birth to us and we will inform their parents/guardians of their decision to join.

B: One or Two members of the practice

C: A chair person, vice chair person and a secretary will be elected from within the group

D: Other interested patients or members of staff may be co-opted from time to time when their input is considered of particular value.

E: If a member is unable to attend meetings they should offer their apologies ahead of the meeting.

F: If a member is disruptive or uncooperative within the group, they may be asked to resign by the chair person or the vice chair person after consultation with the group.

G: All members are equally important and all views and opinions will be both heard and respected. Any form of discrimination will not be tolerated.

H: The Group is neither a forum for individual complaints nor individual’s medical issues.

**4. Objectives**

A: NHHCPPG will explore suggestions and ideas identified by members of the Group and Practice and take forward any constructive suggestions for the benefit of the practice and its’ patients

B: Provide the link between the practice staff and the wider registered patient population’s views.

C: Reviewing patient feedback annually as part of a DoH / Practice led patient survey

D: Provide a link for the practice to wider community representative groups

E: Share best practice and good ideas that are picked up from elsewhere which might enhance the wellbeing of patients and staff.

F: Give input to practice communications to ensure clear, plain English, for example, practice information leaflets, website content, and so on.

G: Provide a sounding board and input for major changes to services.

H: Assist the Practice in taking forward any constructive suggestions for the benefit of patients to other bodies such as the Clinical Commissioning Group (CCG), NHS England

I: Review these terms of reference annually.

5: **Meeting frequency**

The group will normally meet every three months

**6: Minutes**

A: Meetings will have an agenda and minutes. Minutes of the meetings will be available for public viewing on the website.

B: The chair will produce a short annual review report so that details of activity done and proposed can be formally recorded.

C: Members will agree to treat items discussed as confidential at all times