



PATIENT PARTICIPATION GROUP
Port View Surgery
Saltash
PL12 4BU

**TERMS OF REFERENCE OF THE
PATIENT PARTICIPATION GROUP
FOR PORT VIEW SURGERY**

Title of the Group

The Group will be known as Port View Surgery PPG (PPG)
For the purpose of this document Port View Surgery will be referred to as the Practice

1. OBJECT & AIMS

- 1.1. To facilitate good relations between the Practice and its patients by communicating patient experience, interests and concerns and providing feedback to the Practice on current procedures and proposed new developments.
- 1.2. To work collaboratively and positively with the practice and the wider health community to the mutual benefit of all.
- 1.3. To act as a representative group to support the practice and influence local health provision.

2. MEMBERSHIP

- 2.1. Membership of the PPG shall be open to all patients registered with the practice and will be inclusive of different genders, ethnicities, ages and abilities.
- 2.2. Membership of the PPG will be automatically terminated when a member ceases to be a patient of the Practice.
- 2.3. Membership of the PPG is achieved by reading and signing the Membership Agreement Form and agreeing to these Terms of Reference.
- 2.4. Virtual membership of the PPG will be encouraged and with virtual members being included in email correspondence, without the need to attend meetings or sign agreements.
- 2.5. A member may without reason end their membership of the PPG at any time.

3. MANAGEMENT

- 3.1. The day to day management of the PPG will be carried out by a committee of 4 post holding members; The Chairperson, the Vice Chairperson, the Secretary and the Practice Representative.
- 3.2. Post Holders shall be agreed by the PPG members and remain in post for a minimum of 12 months to ensure continuity.

3.3. There should be no upper limit to the time a Post Holder can remain in post, however any changes in Post Holding members should always be discussed agreed by the members .

4. MEETINGS

- 4.1. The PPG will meet at least every 2 months. Members of the PPG are encouraged to attend meetings whenever they can, however there is no minimum attendance criteria.
- 4.2. Meeting agendas will be circulated before the meeting giving opportunity for those not able to attend to comment.
- 4.3. The Chairperson may call interim meetings of the PPG as the need arises, which may result in more frequent meetings.
- 4.4. Each member of the PPG will have one vote to cast as necessary with a quorum being considered as 2 Post Holding members, the Practice representative and 2 other members of the PPG.
- 4.5. Notices of meetings, reports, minutes (once agreed) and any PPG information will be produced and displayed within the practice and on the practice website to ensure maximum patient contact.
- 4.6. One member of our PPG will attend the Umbrella Group meetings representing Port View surgery and feeding back to the PPG as appropriate.
- 4.7. The Practice, after consultation with the PPG, retains the right to overturn any decisions made by the PPG that, in the best interests of the Practice and Patients, it cannot proceed with.

5. ALTERATION TO THE “TERMS OF REFERENCE”

- 5.1. The “Terms of Reference” may be added to or amended upon discussion and agreement with the PPG Membership.