1. **Object of the Patient Participation Group (PPG):**
2. To establish and maintain a good relationship between the GP Practice and patients.
3. To work together, constructively, with the practice to improve services and facilities for patients and to act as a forum for staff to discuss issues affecting patients.
4. To build mutually beneficial communications between the Practice and patients.
5. To be a representative group, supporting the Practice, having input into local health issues.
6. If applicable, the PPG will fundraise for the benefit of the surgery and patients.
7. **PPG Structure**:
8. All registered patients will be automatically eligible to join the PPG.
9. If a patient de-registers from that surgery, they will lose their right of membership.
10. The carer of a registered patient will be eligible to join the PPG, even if they themselves are not registered at that surgery.
11. The PPG will meet regularly, as agreed. Failure to attend 3 consecutive meetings may result in expulsion from the group.
12. The PPG will be made up of at least the following: Chair, Vice Chair, Secretary and, if necessary, a Treasurer. These will be voted for at a Face to Face PPG Meeting.
13. A Virtual PPG may be established working with the PPG, towards the same goals. The PPG will ensure there is a good communication with the Virtual Group in order to ensure that no one is excluded.
14. The group shall not exceed 12 active members although this can be increased to allow representation from all 3 surgery areas.
15. **Virtual and Face to Face PPG’s**:
16. The PPG should aim to meet quarterly. This does not preclude any additional meeting members may have with practice staff.
17. If the Chair/Vice Chair is not able to attend a meeting, those present will appoint one by proxy.
18. Apologies for absence should be given to the Secretary or Chair prior to the meeting time.
19. PPG may select professional or patients to specific meetings, where appropriate.
20. Decisions shall be reached by those present by majority vote if necessary. If there is a tied vote, the Chair may have the decided vote (in addition to his regular vote). With all decisions, the opinions of the Virtual PPG must be taken into account.
21. Minutes of each meeting will be made available to members of both the PPG and Virtual PPG, as well as uploaded on to the surgery website.
22. If fundraising, the Treasurer will be responsible for all income and expenditure affecting the organisation and presenting the accounts at the AGM.
23. **Annual General Meeting**:
24. The Chair of the PPG will hold the AGM, open to all patients of the Practice.
25. Details of the date, venue and time of the AGM will be made available at least 1 month before the meeting and the PPG will use best efforts to publicise the event.
26. Officers will be re-elected on an annual basis at the Annual General Meeting and voting will be made by members of both the face to face and Virtual PPG.
27. If an officer is intending to step down from their position, they will inform the Chair at least 1 month before the date of the AGM.
28. Any member who wishes to be considered for an officer’s role should put themselves forward to the Chair at least 2 weeks before the date of the AGM.
29. Confidentiality:
30. All member of either the Virtual or Face to Face PPG must always maintain absolute patient confidentiality at all times.
31. **Code of Conduct:**
32. All PPG members must abide by the Code of Conduct.
33. **Signed Agreement:**

**These Terms of Reference were adopted by** ....................................... **PPG at the meeting held at**

.................................................. **and may be reviewed according to emerging needs.**

**Signed by:** ................................................... **PPG Chair Date**: ...................................

**And:** ................................................... **GP Representative Date**:………………………