**GREYSTOKE SURGERY PATIENT PARTICIPATION GROUP**

**TERMS OF REFERENCE**

**1. TITLE OF THE GROUP**

The Group shall be called **“Greystoke Surgery Patient Participation Group“.** (The Group).

**2. MISSION STATEMENT**

The Group will provide general comment on the day to day running of the Practice from the patient’s point of view. It will seek to enhance communication and co-operation between the Practice and its patients in any positive way it can.

**3. AIMS AND OBJECTIVES**

* Ensure that the practice is aware of how services provided could be more responsive to patient’s needs.
* Carry out surveys and provide information on topics that may help the effective management of the Practice.
* Offer suggestions to the practice on ways to raise public awareness of the services and facilities available.
* Support the Practice in its dealings with other organisations and key partners, e.g., Pharmacies, the Local Authority etc.
* Respond to questions raised by the practice about the potential impact of service changes on patients.

4. **CONSTITUTION & ADMINISTRATION**

4.1 Membership of the Group shall be open to all registered patients of Greystoke Surgery and a member of staff of the Practice who will volunteer their services. If necessary, the maximum size of the Group will be decided by the partners.

4.2 The Group will produce minutes of their meetings, informing patients of the discussions and of the decisions taken. The minutes will be made available in the surgery and on the Greystoke PPG web page.

4.3 The Group will endeavour to meet no fewer than six times a year.

4.4 An Annual General Meeting will be held in March each year.

4.5 Notices of meetings and information about the PPG’s activities will be displayed on PPG notice boards, in surgery waiting rooms and on the PPG web page within the practices website.

4.6 A Chairperson will be elected annually but in absence of Chair, a Vice Chair or rotating chair will Chair meetings.

4.7 Administrative assistance will be provided by staff at the Practice.

4.8 The Group is affiliated to the National Association for Patient Participation (N.A.P.P.).

4.9 The Group will be kept informed of the Practice policies relating to the ICB and PCN to which it belongs.

4.9 Any member of the group is entitled to place items for discussion on the agenda for the meeting.

**5. KEY TASKS**

5.1 Contribute to and be kept informed of Practice decisions.

5.2 Express opinions on Practice policies on behalf of the patients.

5.3 Advise the Practice on the potential impact of proposed service development and provision.

5.4 Assist in the assessment of community medical needs, for example through conducting surveys and seeking the views of other patients of Greystoke practice. It is recognised that the final decisions on service delivery rest with the partners.

5.5 Encourage and support activities within the Practice such as the promotion of preventive medicine and healthy lifestyle choices.

5.6 Seek to ensure that patient information and advice are readily available and clearly presented in a way that patients can understand.

5.7 Represent the interests of patients at the Practice in seeking to influence local provision of health and social care.

5.8 Provide feedback on patient’s needs, concerns and interests and challenge the Practice constructively whenever necessary.

5.9 Liaise with other PPGs in the Area and explore possibilities for joint working.

5.10 Publish an update every six months, informing patients of the work of the Practice and activities of the Group. Update will be made available in the surgery newsletter and on the Greystoke PPG web page.

5.11 Any other task as deemed appropriate and agreed with the Practice management.

**6. MONITORING AND REVIEW**

6.1 These terms of reference shall be kept under regular review and amended when circumstances dictate.

6.2 The most recent version of the terms of reference will be tabled for discussion at each annual general meeting.

**Last reviewed: 1.10.23**