

Keats Group Practice Patient Participation Group Constitution and Terms of Reference

1 Name of the Group

- 1.1 The Group shall be called THE KEATS GROUP PRACTICE PATIENT PARTICIPATION GROUP (the Group) of the KEATS GROUP PRACTICE in HAMPSTEAD, LONDON (the Practice), and shall be affiliated to the National Association for Patient Participation

2 Aims of the Group

- 2.1 The aims of the Group are to promote co-operation and communication between the Practice and Patients, by:

- providing the Practice with patient views on current services and any proposed changes to them, and
- giving the Practice direct feedback on the clarity of their communications to their patients, their families and their carers.

Additional aims may be added in relation to specific projects from time to time as required by either the Group itself or by the Practice.

- 2.2 To help achieve these aims the activities of the Group will be to:

- 2.2.1 Consult with the Practice on service development and provision and assist in the assessment of community medical needs.
- 2.2.2 Represent patients at the Practice in seeking to influence local provision of health and social care.
- 2.2.3 Seek to ensure that patient information and advice are readily available and clearly presented.
- 2.2.4 Contribute to and be kept informed of Practice decisions.
- 2.2.5 Have access to all available quality and performance information and comment from the patients' perspective
- 2.2.6 Be kept informed of Practice policies, including those relating to the CCG (Clinical Commissioning Group) to which it belongs. It will provide comments on such policies to the Practice from the patient's perspective. For the sake of clarity, the Group will not comment on clinical policies or seek resolution of specific member clinical issues.

3 Membership shall be open and free to all registered Patients of the Practice.

4 Organisation of the Group

4.1 Membership of the PPG is open to all registered patients of the practice.

4.2 The Group's activities will be organised by a Core Group of volunteers and invited members.

4.3 The Core Group will be restricted in numbers to between six and twelve members, in the interests of efficiency. Other members with particular interests or expertise will be co-opted as required.

4.4 There will be a secretary for each meeting responsible for keeping records of decisions of the meeting, appointed from amongst the members present.

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

4.6 The Practice Manager of the Keats Group Practice will attend the meetings. Other members and partners of the Practice will be invited to attend as necessary

4.7 The Chair will be elected by the Core Group for a period of one year and may stand for re-election.

4.8 The Core Group will endeavour to meet no fewer than four times a year and will normally hold an Annual General Meeting in each year. It will meet more often if it deems it necessary.

4.9 The broader Patient Participation Group (the Virtual Group) will be kept informed of PPG activities and issues by the Core Group and the Practice, generally by email, and from time to time will be asked to contribute to Group activities, or to provide members for the Core Group.