Patient Participation Group (PPG)

**INSERT YOUR PRACTICE LOGO HERE**

**Terms of Reference**

# Purpose

The XXXX Patient Participation Group (PPG) exists to ensure that:

‘The practice and its patients have the opportunity to work together to improve local services’

# Membership

The structure of the PPG will include:

* Chair – Practice staff or patient member
* A PPG lead from the practice and a member of the wider staff team
* Patients registered with the practice
* Others may attend for specific agenda items

# Quoracy

XX members are required for the group to run.

# Frequency and timing of Meetings

Meetings will take place on a XXXX basis (or as necessary)

# Administrative Support

The PPG will be supported in its work by a member of the admin team who will:

* Prepare meeting agendas and ensure the agenda together with any supporting documents / information received by members at least five working days before a meeting.
* Prepare draft minutes for the Chair’s approval within seven working days and issue approved minutes within 14 working days of a meeting.
* Add all documents to the practice website within 14 days of the meeting.

# Functions and remit

* To work with the practice to understand the needs of the wider community
* To champion the views of the wider community by encouraging the practice to respond to patient feedback
* To contribute to the continuous long term improvement in quality of patient care and patient experience
* To promote health and wellbeing for everyone in the local community
* To act as a critical friend to the practice
* The group will also:
	+ provide a safe space for members to discuss any challenges they may face when championing the patient voice
	+ provide a forum for members to share information and ideas
	+ develop an understanding of the constraints and challenges within primary care
	+ provide inspiration and encouragement between members
	+ improve the confidence and self-esteem of PPG members

# Patient members role

PPG members are encouraged to:

* Familiarise themselves with the ground rules and terms of reference for the group
* Acknowledge diversity and consider the needs of the wider community
* Be objective, have a balanced approach, and draw on and use their perspective as a member of the public to contribute to group debates and decisions
* Be committed to working collaboratively with the GP practice, other practices in the Primary Care Network (PCN) and wider organisations and business in the locality
* Access training and peer support where required
* Join the Leeds involvement Network to receive updates and opportunities for the PPG