



GRANTA MEDICAL PRACTICES (GMP) PATIENT PARTICIPATION GROUP (PPG) and TERMS OF REFERENCE

PURPOSE OF THE PPG

The overall aim of our PPG is to develop a positive and constructive relationship between GMP and the community of patients it serves, ensuring GMP remains accountable and responsive to all its patients' needs.

To be an independent, voluntary, patient-focused voice, representing the views of the patients of GMP, with specific reference to health and social care matters that influence the strategic planning of GMP, ensuring compliance to high quality standards.

PPG MEMBERSHIP

Membership is open to all patients of GMP. A PPG Working Group has been established which reports to the PPG and whose aim is to implement agreed activities on behalf of the PPG. Membership of the Working Group will be limited to fifteen, with representatives from each of the practices within GMP .

Additional specialist sub-groups may be formed to deal with specific topics utilising individual skills and interests. The PPG meets four times a year and the Working Group meets every other month. An Internet based 'virtual' PPG will be created during 2019 in order to give more people the opportunity to be involved in its activities. Granta Medical Practices (GMP) includes Sawston, Linton, Barley, Royston and Great Shelford surgeries, in South Cambridgeshire.

CHAIR

The chair of Granta PPG will be elected for a one year term of office from within PPG membership and will act as a key link between the members, the patient population, the clinicians, the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) and any other bodies or organisations related to the development of Granta PPG.

VICE CHAIR

The vice chair of Granta PPG will be elected for a one year term of office from within PPG membership. The role of the vice chair will be to deputise for the chair.

SECRETARY

The secretary will be appointed from within PPG membership.

Anyone elected to be chair or vice chair or secretary of the PPG will automatically hold the same office in the PPG Working Group and with the requirement to act in such capacity at the meetings of both groups.

WHAT WILL GRANTA PPG DO?

Granta PPG will:

- Facilitate discussions and offer perspectives, input and feedback on service development, promoting patient involvement with GMP
- Work with GMP to continually improve communication with the patient population
- Be a critical friend to GMP by providing feedback on patients' needs, ideas and any concerns raised, acting as a conduit between GMP and patients where necessary
- Support GMP in helping patients to become more informed about their health and healthcare options
- Collect feedback from patients about current health service provision and how services can be improved in the future
- Support GMP to achieve its health promotion aims
- Produce information about the PPG and circulate to patients
- Work with GMP in any other capacity deemed suitable and with consent by both parties

VALUES OF THE GROUP and GROUND RULES

Meetings will be no longer than an hour and a half and members will do their best to stick to the agenda and finish the meeting on time.

All views are valid and all views will be listened to with respect and understanding.

Members of the PPG should be open, honest and proactive communicators, with discussion and challenge occurring within a safe and respectful environment.

The PPG is a forum for the patient's voice and should not be used for individual issues or complaints although constructive personal insight will be welcomed.

Mobile phones should be set to silent or in the event of needing to be contactable, on vibrate to prevent disruption to the meeting.

MEETINGS

Membership at meetings: will be members of Granta PPG, representatives from GPs and practice staff and from time to time, representatives from other organisations may be requested to attend. An open-door approach to other organisations/visitors will be actively encouraged.

QUORUM

At least five members including the Chair or vice Chair will constitute a quorum for any meeting. Meetings will usually involve members of the GMP team.

TERMS OF REFERENCE

- I. To receive, review, comment and where appropriate make recommendations on documents/plans/policies either produced by GMP or CCG (Clinical Commissioning Group).
- II. Identify issues, concerns, views of the patient community of Granta Medical Practices, on health and social care matters including;
 - Health and social care service provision

- Unmet need for health and social care in the community, including mental health
- Inequalities in health and social care
- Quality of care across GMP

III. To act as a voice for patients, to ensure that the views of the community are represented in decisions on health and social care matters.

IV. To network, establish links, work in partnership with: the community; other organisations; agencies; established groups; to foster a coordinated approach to engagement and involvement across the local health and social care network.

V. To ensure an effective communication network at all times with all PPG members, GMP and anyone with stakeholder interests.

VI. To be involved in quality assurance of all services provided for and accessed by the patient population of GMP.

THESE TERMS OF REFERENCE WILL BE REVIEWED ANNUALLY.