

TERMS OF REFERENCE FOR THE

COMMITTEE OF THE

SPILSBY SURGERY PATIENT PARTICIPATION GROUP (PPG)

At its meeting on 9 November 2022 the Spilsby Surgery PPG Committee agreed the following amendment to its Terms of Reference:

1. Help to improve practice and services by providing feedback from patients on appointment systems, consultation times, etc.
2. Monitor the accessibility of practice communications, eg. the practice booklet, and leaflets and maintain a PPG link to the Spilsby Surgery website
3. Contribute to practice decision making and consult on service development and provision
4. Provide feedback on patients' needs, concerns and interests and challenge the practice constructively whenever necessary
5. Give patients a voice in the organisation of their care
6. Communicate information to the community which may affect healthcare
7. Liaise with other local PPGs in the area in order to learn and move forward together to ensure that surgeries are appropriate for their patients
8. There is a rolling resignation system every year. Before each AGM (which is held in October) 3 elected committee members will stand down but can put themselves forward for re-election. The Chair, Vice Chair and Secretary are appointed at the PPG meeting in November.
9. Meetings are held bi-monthly at 7.00pm on the second Wednesday of January, March, May, July, September, (AGM October), and November.
10. New committee members to be elected at the PPG's General Meeting through a voting system which is open and transparent following applications submitted to the Surgery 14 days prior to the AGM.
11. A quorum of 3 (three) members to be present to allow the PPG Committee to meet
12. A maximum of 12 members to sit on the PPG Committee at any one time
13. The committee has a right to remove an elected committee member for missing 3 meetings without apologies
14. All patients of the surgery are deemed to be virtual members of the PPG and will be included on registration at the practice.
15. These Terms of Reference will be reviewed at the PPG committee meeting in November each year.

REVIEWED: 9th November 2022

REVIEW DATE: 8th November 2023