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**Constitution of the Patient Participation Group (PPG)**

**Name: Throckley Primary Care Patient Participation Group**

**Object: The object of the PPG is to promote cooperation between the practice and the patient to the benefit of both parties. This includes patients being involved in decisions that lead to changes to the services the practice provides or commissions, either directly or in its capacity as gatekeeper to other services.**

**Aim: The aim of the PPG is for discussion of issues of general interest and benefit of all patients and staff. The minimum practice representatives are GP +/- Nurse, Management and admin team. It is not for airing individual members’ specific problems or personal grievances; these must be discussed with the practice manager at the surgery.**

**Terms of Reference: These are supplied to all group members to advise of appropriate conduct during meetings.**

**Health Education: The practice and PPG will discuss the health education needs of the local community.**

**Primary Care Organisation: The PPG should be informed of policies relating to the Clinical Commissioning Group (CCG). The PPG may express opinions on these policies on behalf of the patients. These can be feedback via the local patient forum meeting.**

**Membership: Membership shall be free and open to all patients and staff of the practice. We aim to adequately represent our practice population.**

**Notices of meeting minutes, events and information: These shall be displayed in the surgery and on practice website. The minutes from previous meeting and agenda for next meeting shall be emailed to group members, unless a hard copy is requested.**

**Frequency of meetings: Are held quarterly, usually first Tuesday in March, June, September and December. The Reception Manager is responsible for informing members of the date which will also be displayed in surgery and on website. The March meeting is considered the Annual General Meeting (AGM) to complete and then submit the Action Plan.**

**Website address: www.throckley.gpsurgery.net**