



SEDLESCOMBE HOUSE SURGERY
PPG
TERMS OF REFERENCE



1) **Title of the Group**

It shall be called the Sedlescombe House Surgery "Patient Participation Group"

2) **The Purpose of the Group**

The PPG Committee and the Virtual members will endeavour to promote good health and preventive care through co-operation and effective communication between the Practice, Patients and the wider community for the benefit of all.

3) **The Groups Membership**

- a) Membership of the PPG shall be open to all registered patients over 16 (*However to comply with current legislation, the Surgery will inform the parents/guardians of anyone below the age of 18 of their wish to become a PPG Committee or Virtual member*). Membership will reflect the patient profile and be widely representative and inclusive of different genders, ethnicities, ages and abilities as required in the GP contract
- b) Virtual members must have access to the Internet (email) to receive appropriate and relevant information, responding with their comments to brian.sokell@nhs.net should it be needful, they can be invited to attend a meeting and would be warmly welcomed, particularly if the PPG undertake specific activities.
- c) The patients that sign up to be the PPG/Virtual membership must be committed to representing all patients and not any individuals or group's needs.
- d) All PPG & Virtual members will respect the rules of privacy, confidentiality and data protection, acknowledging this requirement by signing the "**Statement of Privacy and Confidentiality Document**" SHSPPG/16.
- e) If any member leaves the practice they immediately relinquish their membership of the Group and all their registration details will be expunged.
- f) For meetings to be quorate there must be a minimum of four members which can include a member of the Surgery staff.
- g) Any member of the Group who is unable to attend a meeting should send their apologies to the Secretary or Chairman.
- h) Unfortunately where a conflict of interest becomes apparent within the Group, which would represent a clear conflict of interest that member or members would have to withdraw from the particular project or meeting.
- i) Sedlescombe House Surgery in conjunction with the Group, may change the structure of the Group should the need arise in order to meet the needs of patients.
- j) The PPG is non-political and non-sectarian, and will at all times respect diversity and exemplify its commitment to the principles contained within the Equality Act

4) The Groups Charter (Committee & Virtual)

- a) The Committee Group will consist of a reasonable number (*approximate 12*) due to the limitation of space for meetings, (*the Group`s Committee Meetings may have to be restricted*). The Committee Group endeavours to meet as appropriate, normally bi-month. there is currently.
- b) There is no limit to the number of Virtual members.
- c) All members are equally important and all views and opinions will be both heard and respected. Racism and Discrimination will not be tolerated.
- d) The Group is neither a forum for individual complaints nor an individual`s medical issues.
- e) Reports of meetings and minutes shall be posted widely through as many channels as possible e.g. on the surgery notice board and on the practice website. These reports should only contain information that would be appropriate for the public domain; sensitive information will not be disclosed or discussed outside of a meeting.
- f) The Practice shall endeavour to have a Staff representative present at each committee meeting or when requested by the Group.

5) The Groups Activities and Aims

- a) Encourage and influence the provision of health education activities within the practice and the wider community.
- b) Consult on the surgery`s service development and provision.
- c) Assist in the maintenance of good relations and communication between the practice, the local community and other relevant bodies on behalf of Patients
- d) Invite relevant/appropriate person`s to address the Group on specific Health related matters. Any such person(s) shall respect the confidentiality of the Group.
- e) Explore suggestions and ideas identified by members of the Group, Patients, Surgery Staff and any external organisation that encompasses the same agenda, reporting any valid findings to the Practice.
- f) Provide Patient feedback to the Practice on current procedures and any proposed new developments.
- g) To be kept informed of Practice policies and provide feedback on patient`s needs, concerns and interests, challenging the practice constructively whenever necessary, also helping patients to understand the practice viewpoint.
- h) Publish such information that is relevant and appropriate making it widely available through as many channels as possible e.g. Notice Boards, Surgery Webb Site.
- i) Organise/arrange relevant /appropriate meetings and events when deemed necessary throughout the year, including the setting up and facilitating of Special Interest Groups.
- j) It is incumbent upon the Surgery to undertake relevant and appropriate Patient surveys from time to time, the Group in conjunction with the Surgery will organise and facilitate this survey, creating a report of the survey`s findings, making them widely available through as many channels as possible e.g. Notice Boards, Surgery Webb Site.
- k) Act as a forum for staff to raise practice issues affecting patients, so that patients can have their views on practice matters taken into account.

6) Ground Rules at Meetings

- We will start and finish on time, and stick to the agenda
- We will demonstrate a commitment to delivering results as a group.
- We will be flexible, listen, ask for help, and support each other.
- All views are valid, and will be listened to.
- No phones or other distractions
- Silence indicates agreement – speak up, but always go through the chairman.
- We advocate open and honest communication and challenges between individuals.

7) Health and Safety

- a) It is the policy of Sedlescombe House Surgery in so far as it is reasonable practicable that all Group members are not exposed to any avoidable or unacceptable risks.
- b) All Group member`s and any invitees will receive an induction in Health & Safety & Welfare matters that apply to them whilst they are on the Surgeries Premises e.g. Evacuation of the building in the case of a fire or an emergency.

All Group members and any invitees must comply with any other relevant and applicable Legislation, complying with instructions that may be issued by officials of Sedlescombe House Surgery.

9) Alteration of these Terms of Reference

- a) Suggested changes/alterations to this document will be through the Chairman/Secretary for consideration by the Group and the Practice as necessary.

Reviewed/Revised Date	Reason for Reviewing/Revising
June2017	to include Virtual Members
May 2018	Include reference to Privacy & Data Regulations 2018
December 2021	Changes wording following a re-typing of the entire Document
August 2022	Repositioning of 2 paragraphs
April 2023	Changes to
March 2024	Changes to 4 a how often the Committee meet & b number of Virtual`s