

Addington Road Surgery

TERMS OF REFERENCE OF THE PATIENT PARTICIPATION GROUP

1. Title of the Group

- 1.1 The Group shall be called **The Patient Participation Group (The Group) of The Addington Road Surgery (The Surgery) Stanley House, 77 Addington Road, Bromley, BR4 9BG.**

2. Aims of the Group

- 2.1 The main aim of the Group is to support the surgery in its aim of improving the health and well-being of the patients and community it serves.
- 2.2 The Group will encourage a more proactive approach to prevention in order to reduce dependence on reactive medicine.
- 2.3 The Group aims to promote co-operation between the Surgery staff and Patients to the benefit of both by encouraging the interchange of information within the surgery and with other General Practitioners in the area.
- 2.4 The Group is neither a forum for individual complaints nor individual's medical issues.
- 2.5 The Group will neither seek to influence, nor be held responsible for, the clinical judgements of the Surgery.

3. Membership of the Group

- 3.1 Membership of the Group shall be open and free to all registered Patients of the Surgery and nominated staff of the Surgery
- 3.2 Patients who are unable to participate in Group activities in person because of incapacity, may nominate a carer to represent them.

4. Activities of the Group

- 4.1 The group will help to establish patients' needs and priorities.
- 4.2 The Group will work closely with the Surgery to maintain a proper understanding of current and planned developments in the Surgery's policies and services.
- 4.3 The group will liaise with other patient groups with a view to influencing local provision of health and social care services.
- 4.4 The Group will keep the Surgery informed of the Group's activities and developments.
- 4.3 The Group will assist the Surgery with its communications to patients.
- 4.5 The Group will not handle monies.

5. Organisation of the Group

- 5.1 The normal business of the Group will be conducted by a Committee which will be composed of a Chair, Deputy Chair and Secretary, and 8 members, to be elected annually at the Annual General Meeting. The Committee has the power to co-opt additional members.
- 5.2 The Surgery Partners shall be ex-officio members of the Committee.
- 5.3 A quorum of 6 members including the chairman or nominated deputy should be present for each meeting.
- 5.4 All member of the committee will sign the Practice confidentiality agreement before, or when attending, their first meeting.

6. Meetings of the Group

- 6.1 The Group will hold a minimum of two General Meetings each year. One of which, the Annual General Meeting, will be held in January for which two weeks' notice will be given to all eligible members.
- 6.2 At the Annual General Meeting, in addition to the election of officers and committee under Rule 5.1, the Group and the Surgery will each give a report of the year's activities.

7. Administrative matters

- 7.1 Administrative assistance will be provided by staff at the Surgery.
- 7.2 Any minor expenditure incurred by the Group will be reimbursed by the Surgery.
- 7.3 The Surgery will provide indemnity cover for the Group when it is going about its legitimate business.
- 7.4 The Surgery will provide a notice board and such other facilities to allow the Group to communicate its activities to the patients.

14 July 2016