

# Peasholm Patient Group

## Terms of Reference

### **Title of the Group**

The group shall be called Peasholm Patient Group.

### **Aims of the Group**

The aims of the group are to promote co-operation between the patients and the practice, and contribute to the continuous improvement of services.

### **Membership of the Group**

Membership of the Group is limited to patients permanently registered at the practice.

- The Group will, as far as possible, be a representative mix of the practice population.
- Membership of the Group will be limited to 15 patient members at any time. If the number of patient representatives falls below 10, additional members will be sought.
- In addition to this Group the practice intends to invite patients to be members of a Virtual E-Mail Group whose views and comments will be shared with the Group.
- Membership will be reviewed on an annual basis at the second (Spring) meeting of the year.

### **Chair of the Group**

The Chair of the Group will be a patient group member who is elected by the membership. The position of Chair will be reviewed at least annually.

### **Activities of the Group**

This PPG will:

- Consult with the practice on service development and provision.
- Represent the views of the patient body and provide feedback on their needs and concerns.
- Contribute to the design of and participate in the review of the practice patient survey.
- Promote good health and higher levels of health education by encouraging and supporting activities within the practice.
- Provide a representative to be a member of the Scarborough and Ryedale Clinical Commissioning Patient Representative Group.

### **Meetings**

The group will meet at 109 Tennyson Avenue

There must be a minimum quorum of 1/3 of Group members present to render a meeting valid

The Group will endeavour to meet no fewer than four times a year (one of these meetings can be, by agreement, extended attendance (6 members) at the SRCCG Patient Representative Group AGM).

At least one member of practice staff will attend every meeting.

### **Reporting**

Minutes will be circulated after each meeting and the Group will contribute to the monthly newsletter when applicable to inform patients of their activity. The newsletters will be made available in the surgery and on e-mail. **REVIEWED 30.5.17**