

BUNGAY MEDICAL PRACTICE PATIENT PARTICIPATION GROUP TERMS OF REFERENCE

1.Introduction/Purpose

The Bungay Medical Practice.

(BMP)Patient Participation Group(PPG) is an independent group committed to working in partnership with the BMP and Patients registered with the practice. The purpose of the PPG is to create a constructive working relationship with the BMP ensuring that a broad range of patient views are reflected in practice development and operations.

2.Values

To listen

To Observe

To respect each other's opinions and

To challenge constructively in an open and honest forum

3. Chair

The Chair of the BMP PPG will be elected for a one year term from within the PPG and act as a key link between the PPG and the Practice.

The chair will be mandated by the PPG to :

Raise questions put forward by the PPG to the BMP

Communicate with the practice and outside agencies in a professional manner .

The Chair will respond to all requests from the BMP in a professional and timely manner.

To represent the agreed views of the PPG

To act as a communication link for the PPG

The chair will in post for no more than two terms of office.

4.Vice Chair

The Vice Chair of BMP PPG will be elected for one year from within the PPG. The role of Vice Chair will be to deputise for the Chair. The Vice Chair will be in post for no more than one term of office.

5.Membership

The PPG is open to all patients registered at Bungay Medical Practice

All Practice staff are able and actively encouraged to participate in PPG meetings .

6.Frequency of meetings

BMP PPG will meet monthly.Meetings will not be held during school holidays. An AGM will be held annually. Minutes of committee meetings will be recorded .

7.Quorum

There must be a quorum of three members to validate a meeting.

8.Remit and responsibilities of the PPG

The PPG will work with the practice to:

- Represent the views of the patients.

- Act as a link between the patient population and the practice.

- Ensure practice development reflects the demographics of the area.

- Suggest areas of improvement to services where appropriate.

- Understand internal and external pressures on the practice and relay these to both patients and the practice .

- Represent the practice at wider patient forums and other PPGs.

- Feedback to the practice on matters affecting patient care.

9.Business Rules

Voting

9.1 It is envisaged that the PPG will reach decisions by consensus whenever possible. On matters where a vote is required members will show their opinion through a simple majority vote at the meeting. Each PPG member will have one vote only. The Chair of the group will have the casting vote.

9.2 Disciplinary Procedures

If a vote of no confidence in the chair is considered necessary, A Notice of Motion calling for the vote must be signed by three PPG members. The vote is to be taken within fourteen days of the Motion being issued.

Disciplinary action against the Chair or Vice Chair should be considered if the following actions result:

- That the chair has failed in his duties as prescribed by the terms of reference for the PPG

- If the Chair has brought the name of the BMP PPG into disrepute by their actions.

10. Outcome of vote of no confidence.

If the vote finds in favour of the Notice of Motion, after hearing and considering the evidence the Chair shall resign with immediate effect.

11. Members of the group

All members of the PPG will seek to further the work of the Bungay Medical Practice in achieving the best possible health outcomes for patients. The PPG will be a non political forum and the membership will be responsible to reflect the views of the diversity of the patient population and not of any political party or view. Any member who is considered to have brought the name of the PPG into disrepute, if found to be so, will be asked to resign.

16 January 2017