

Walton Practice Patient Participation Group

Terms of Reference

1. Title

1.1 The Group shall be called the WALTON PRACTICE PATIENT PARTICIPATION GROUP (WPPPG) of the Walton Medical Centre, Vicarage Lane, Walton-on-the-Naze and shall be affiliated to the National Association of Patient Participation

2. Aims and Mission statement

2.1 The aim of the organisation is to promote co-operation between the practice and patients for the benefit of both.

2.2 Its mission statement; **Promoting health and wellbeing to the people in our community.**

3 Membership

3.1 Memberships of the group shall be open and free to all registered patients and staff of the Walton Medical Centre.

4 Organisation

4.1 The Groups activities will be organised by a committee of volunteers and invited members.

4.2 The committee will be comprised of a Chair, Deputy Chair, Secretary, Deputy Secretary and between eight and eleven members, to be agreed at the AGM.

4.3 As an interim measure the Chair and Secretary positions will be filled from the committee for a period of six months from the establishment of the group.

4.4 By the end of the Six month period following formation the committee will arrange formal elections for the Chair and Secretary posts. Thereafter committee posts will be subject to annual re-election at the AGM.

4.5 Other members may be co-opted onto the committee on a temporary basis (not to exceed two consecutive meetings) as required. Such members would not have any committee voting rights.

4.6 Administrative assistance will be provided by the practice as required.

5 Meetings

- 5.1 The Group will endeavour to meet no fewer than four times a year at a time and venue to be determined by the Secretary and agreed by the Chair.
- 5.2 At the meetings of the committee, six members plus a one officer shall constitute a quorum.
- 5.3 In addition the committee will invite to each meeting two practice representatives, The Practice Manager (or his deputy) and a GP Partner.
- 5.4 An Annual General Meeting will be held in the month of April commencing from a period of twelve months following the formation of the group.
- 5.5 At the AGM the Group will provide a report of the activities and proceedings for the previous twelve month period.
- 5.6 Notices of meetings, reports and information about WPPPG activities will be displayed on notice boards in the practice waiting rooms and on the Web page of the practice Web site.
- 5.7 Committee members will be notified by e-mail alerts and through post when necessary

6 Activities

- 6.1 The Group will be kept informed of practice policies relating to the Primary Care/Clinical Commissioning Organisation to which it belongs. The Group may express opinion on any of these practice policies on behalf of the patient body.
- 6.2 The Group will consult with the Practice on service development and provision and assist in the assessment of community clinical need.
- 6.3 The Group will contribute to and be kept informed of practice decisions that have a bearing on patient services.
- 6.4 The Group will advise the Practice on the educational needs of the community by encouraging activities within the practice to promote preventative medicine and healthy lifestyle choices.
- 6.5 The Group will produce and have editorial ownership of a newsletter for the wider patient audience at least twice annually promoting its work and activities. The newsletter to be posted onto the WEB page of the practice Web site and be available in both e-mail and hard copy form for the wider patient audience.
- 6.6 The Group will seek to ensure that Patient information and advice are readily available and clearly presented.
- 6.7 The group will represent patients at the practice in seeking to influence local provision of health and social care.

7 Alterations to TOR's

7.1 Any member of the committee may directly or on behalf of a patient of the practice seek to rescind, amend or add to any of the rules that form the terms of reference for the group at an AGM or Special Meeting.

7.2 Notice of such alteration should be made in writing to the Secretary at least one month in advance of an AGM or Special Meeting.

7.3 Any change to the Terms of Reference to be carried by a two thirds majority of the members present and voting.

8 Dissolution

8.1 If upon winding up or dissolution of the Group there remains, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be given or transferred to the parent charity or other similar charity.