



Patient Participation Group (PPG)

Terms of Reference

1. Purpose

Westgate Surgery Patient Participation Group (PPG) exists to ensure that:

**‘The practice and its patients have the opportunity
to work together to improve local services’**

2. Membership

The structure of the PPG will include:

- Chair
- Secretary
- A PPG lead from the practice and a member of the wider staff team
- Patients registered with the practice
- Others may attend for specific agenda items

3. Quoracy

5 members are required for the group to run.

4. Frequency and timing of Meetings

Meetings will take place every 3 months (or as necessary). This will normally be on a Tuesday from 4pm-5pm (subject to change if agreed by group members)

5. Administrative Support

The PPG will be supported in its work by a member of the surgery admin team as and when required e.g. preparation and circulation of relevant documents and other resources.

6. Functions and remit

- To work with the practice to understand the needs of the wider community
- To champion the views of the wider community by encouraging the practice to respond to patient feedback
- To contribute to the continuous long term improvement in quality of patient care and patient experience
- To act as a critical friend to the practice
- The group will also:
 - provide a safe space for members to discuss any challenges they may face when championing the patient voice
 - provide a forum for members to share information and ideas
 - develop an understanding of the constraints and challenges within primary care

7. Patient members role

Chair - chair meeting & liaise with secretary concerning meeting agenda and minutes

Secretary - record and prepare meeting minutes and agenda in liaison with chair

PPG members are encouraged to:

- Familiarise themselves with the terms of reference for the group and any other associated documents
- Acknowledge diversity and consider the needs of the wider community
- Be objective, have a balanced approach, and draw on and use their perspective as a member of the public to contribute to group debates and decisions
- Be committed to working collaboratively with the practice
- Access training and peer support where required
- Join the Leeds involvement Network to receive updates and opportunities for the PPG if they wish to do so