**TERMS OF REFERENCE 2023/ 2024**

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| **NAME OF GROUP:** | **DINNINGTON GROUP PRACTICE PATIENT PARTICIPATION GROUP** |
| **ACCOUNTABLE TO:** | The Patients and the Practice. |
| **REPORTING THROUGH:** | The Group. |
| **PRIMARY PURPOSE:** | To ensure that the Patients in the Practice receive the best possible GP / Health / Community Care and to fully support Dinnington Group Practice. |
| **STATEMENT:** | This is not a forum to take up individual concerns / problems which should be dealt with by the usual channels, the Practice, NHS England’s Complaints department or Healthwatch Rotherham. |
| **COMPOSITION OF GROUP:** | **Total Group Composition 12 – 15 members**  **Propose that Patients are in the majority. (75%)**  **Propose that Patient representatives eventually cover all constituents e.g. Young, Old, Families, Disabled, Ethnicity, Gender etc**  **Practice Representatives**  GP Partner Dr Julie Eversden. Practice Managers: Kathryn Allen & Claire Keightley and Lauryn Elliott, Care Co-ordinator.  **Patient Representative** (currently: 8 female: 2 male)  **Woodsetts**: Maureen Rogers, Valerie Morley, Annette Fagan  **Dinnington:** Amanda Samhan,  **Anston**: Jacqueline Huggins, Eddie Parry, Kevin Boot,  Joyce Cox, Patricia Naylor, Judith Reynolds |
| **ROLES:**  **Chair:**  (Role: To organize, coordinate the agenda, manage the meeting and keep to time)  **Minute Taker:**  (Role: Record and distribute accurate meeting minutes. Liaise with the Chair & communicate the agenda)  Both to meet mid-month to agree agenda and discuss issues.  **Administrator:**  Provide admin support to the group, update website, co-ordinate surveys | **Eddie Parry**  (agreed that chair to be rotated after a period of time – (to be agreed)  **Lauryn Elliott**  **Lauryn Elliott** |
| **AIMS:** | To ensure that the patients have a voice on the running and development of the practice.  To offer opinions in a constructive manner and put forward ideas on behalf of the patients.  To understand issues affecting patients.  To develop**,** deliver and monitor action plans that address patient issues.  To Improve communication between surgery, patients and the wider community.  To be transparent and open. Appropriate information will be provided that gives patients’ information on how the practice compares where issues are raised.  Opportunity for practice to be able to consult with the patients and promote the wider Public and Patient Engagement agenda.  To provide support and assistance in the development of new services.  To be positive advocates who promote the surgery and help educate patients.  To encourage a spirit of self help and support amongst the patients to improve health and social care.  To liaise with other local PPG’s and share good practice. |
| **RESPONSIBILITIES:** | To discuss current activity and propose / proposed changes.  To organize and develop local ‘surveys’ with patient input to help improve the services.  To discuss ways to improve services for patients and be actively involved in finding ways to support the Practice.  To discuss ways to improve operating practices for Dinnington Group Practice, looking to identify solutions to problems.  To provide feedback on patients’ needs, concerns and interests whilst helping patients to understand the practice’s viewpoint where necessary.  To communicate information about the community which may affect healthcare.  To undertake and analyze key issues for local surveys that will be reviewed with findings and action plans for improvements developed.  To challenge the practice constructively whenever necessary.  To set up appropriate working parties/groups.  To listen to others and agree democratically the best ways forward. |
| **GROUND RULES:** | It was agreed at the first meeting on 1.11.2007 that the  Member’s would respect one another’s views, speaks openly, work as a group and acknowledge that there will be differences of opinion. Following a review of the ground rules on 15.10.12 with the addition of new members it was agreed that anything sensitive discussed in the group would remain confidential and under no circumstance should any information be given to the press and media which might adversely affect the Practice.  Should anyone from the press and media approach a member of the PPG, they must refer them to the Practice |
| **SERVICED BY:** | Kathryn Allen. HR, Training & Communications Manager. |
| **FREQUENCY OF MEETINGS:** | Monthly Meetings (last Monday of the month)  Start Time: 3.30pm |
| **MINUTES CIRCULATED TO:** | Patient Participation Group and Group Practice staff. Published on the website and displayed on Practice noticeboards. |
| **REVIEW DATE:** | October 2023– to be reviewed annually |