

Beauchamp House Surgery Patient Participation Group: Terms of Reference

Purpose

1. The purpose of the Group shall be to work positively with the Practice in the best interests of patients and the community, with mutual respect and constructive challenge to influence the provision and quality of secondary and social care locally.
2. Members of the group shall abide by the ethos and values of confidentiality, objectivity and participation and declaring any possible, potential or actual personal interest in order that and decision making can be as transparent as possible.
3. Individual cases or personal issues will not be discussed, except to offer as an example of a generic issue and then, any names or identifying detail shall be omitted.
4. Decisions made by the group will be made public by means of the Practice website. Minutes will be kept and may be made available where appropriate.

Structure

1. There shall be a Core Group of not more than 9 people, each of whom must be **fully registered at Beauchamp House. (Minimum six months.)**
2. There will be a Chair, Secretary and if, at a later date the Group decides to raise or receive funds and use them for the benefit of patients, a treasurer. The secretary shall be provided by the Practice for the first three months when the position shall be reviewed.
3. Each member of the group will have a special interest and act as lead person in that area. (Names from November 2011)

⤴ Pregnancy, Babies and children under 5	⤴ KF
⤴ Children & young adults	⤴ KF
⤴ Men	⤴ DF
⤴ Women	⤴ SJ/YA
⤴ Long term conditions	⤴ CB
⤴ Older people	⤴ BF

5. A larger Consultative Group of between **20 and 50 people** shall be consulted by various methods, including electronically, on specific issues.
6. Meetings of the Core Group shall be held at Beauchamp House for the time being. There is a need to be mindful of the need to enable access by people with a disability that would prevent them climbing the stairs.
7. The Core Group, with input from the Consultative Group, shall decide what are it's priorities for the forthcoming year and develop a Business Plan to set out how these priorities shall be achieved and the timescales involved.

Agreed by the Core Group 4th November 2011 To be reviewed November 2012