**Willow Group PPG - Terms of reference**

**(Amended 14th July 2017)**

**Purpose of the Group**

* To ensure that patients get the best possible service they can
* To ensure that the patient voice is heard when all decisions about patient care are being considered
* Contribute to practice decision-making and consult on service development and provision
* Provide feedback on patients’ needs, concerns and interests and challenge the practice constructively whenever necessary

**Responsibilities**

* Members are responsible for Chairing meetings, setting agendas and recording minutes of meetings
* The Chair will be elected from and by members for a 12 month period (with a maximum of 3 years)
* The Secretary will be elected from and by members for a 2 year period (with a maximum of 4 years)
* Deputies will be elected from and by members for both the Chair and Secretary roles
* Two or more representatives will be elected for the Gosport Locality Patient Group (GLPG)
* Ensuring the group is informed of current and new local and national services in Gosport and their impact on the practice
* Maintaining communication links between Willow Group and the four localities
* Members to bring issues, news, suggestions of a general, not personal, nature for group discussion.
* Members to communication information from other relevant groups at meetings
* The agenda for each meeting to be sent at least 7 days in advance together with pertinent documents
* Each member is responsible for attending meetings, fully prepared with appropriate paperwork

**Membership**

* Each locality may have up to four representatives
* Membership should reflect, where possible, the diverse patient population
* Where certain groups are not represented, the Group may invite community leaders, representatives of local/special interest groups for an appropriate meeting
* The Operations Manager for the Willow Group practice will attend meetings or provide a substitute as necessary

**Meetings**

* To be held in Brune Medical Centre
* Quarterly

**Review of Terms of Reference**

* Annually