



Empingham Medical Centre

RUTLAND HEALTH PRIMARY CARE NETWORK

**Empingham Medical Centre Patient Participation Group
Annual General Meeting
4th December 2023
7.00-9.00pm
Empingham Cricket Club**

AGENDA

1. Welcome and Introduction
2. What is a Patient Participation Group (PPG), why the Patient Voice is important and how does it operate. [See attached Terms of Reference]
3. Current status of the PPG
4. Election of Chair and Secretary
5. Presentation by Practice – Update on current matters and it's future plans.
6. Questions (**Note: matters relating to a patient's personal clinical care cannot be answered in an open public session for reasons of confidentiality.**)
7. Close at 9.00pm



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EMPINGHAM MEDICAL CENTRE

PATIENT PARTICIPATION GROUP

TERMS OF REFERENCE [Summary]

1. TITLE OF THE GROUP

The Group is called the PATIENT PARTICIPATION AND GROUP of THE EMPINGHAM MEDICAL CENTRE and is affiliated to the NATIONAL ASSOCIATION OF PATIENT PARTICIPATION.

2. PURPOSE OF THE GROUP

To promote an exchange of information and ideas, between the practice and registered patient population for the benefit of service provision.

3. MEMBERSHIP OF THE GROUP

Open and free to all registered patients and practice staff.

4. AIMS OF THE GROUP

- 4.1 To be kept informed of the Practice policies relating to the East Leicestershire and Rutland Clinical Commissioning Group (ELRCCG) and to represent patients, through the CCG, in seeking to influence the provision of local health and social care.
- 4.2 To consult with the practice on service development and provision and to assist in the assessment of community needs.
- 4.3 To contribute to and be informed of practice decisions.
- 4.4 To support the practice on the education of the community by encouraging activities within the practice which promote preventative medicine and healthy lifestyle choices.
- 4.5 To inform patients of the work of the practice and activities of the group.
- 4.6 To encourage virtual patient participation, via email, website or other means, to gain more representative views from the practice population.
- 4.7 To ensure that information and advice is readily available and clearly presented.

5. ORGANISATION OF THE GROUP

- 5.1 The group will be composed of a Chair, Secretary, patients and practice staff members. The Chair and Secretary will be elected at the AGM and these posts will be held for a maximum of three years.
- 5.2 Administrative assistance will be provided by the practice.

6. MEETINGS OF THE GROUP

- 6.1 The group will endeavour to meet four times a year and, in addition, will normally hold an Annual General Meeting in September each year.
 - 6.2 Two weeks' notice of meetings will normally be given.
 - 6.3 Notices of the group's activities and minutes of meetings will be displayed on the waiting room notice board and on the PPRG page on the practice website.
- 6.4 Information will be disseminated as widely as practicably possible.