



Acorn Surgery Patient Participation Group (PPG)

Terms of Reference

Purpose:

- To support the Practice in making improvements and to develop services where appropriate.
- To act as a 'critical friend' to the Practice, offering insight into the service from the patients' perspective.

Membership:

- Membership is open to anyone registered as a patient with the Practice.
- Should any member wish to become a member of the Committee, they can be nominated at the Annual General Meeting.

How the PPG operates:

- a) The PPG meets monthly in-person at the Oaktree Centre or, in exceptional circumstances where a face-to-face meeting is not possible, the meeting may be held virtually via the Zoom platform.
- b) The Agenda covers items such as:-
 - *finance and fundraising*
 - *discussion of issues affecting patients*
 - *updates from the Practice on such matters as staffing changes, research studies, veteran health and community projects, the Huntingdon Primary Care Network*
 - *outcomes of patient surveys and any actions and recommendations to be made*
 - *topics for health awareness/educational events*
 - *articles to be included in newsletters*
 - *proposed changes to services provided by the Practice.*
- c) The Secretary (or delegated other) takes minutes of the meetings and circulates to PPG members by email as soon as possible following each meeting.
- d) All discussions relating to any sensitive information is confidential to members of the group.
- e) The Group is quorate when 3 members are present at a meeting where a vote is required.
- f) The members will respect each other's opinions, values and ideas and work in an open and friendly manner.

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