

## **PATIENT PARTICIPATION GROUP PLUS**

### **Terms of Reference**

These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Halton Patient Participation Group Plus (PPGP)

The status of the group is a networking group. It will act in an advisory and support capacity to the local Halton PPGs. The group remit is to ensure that there is an inclusive, integrated and consistent approach to engagement and involvement of Halton GP patients in the development of the PPGs work.

#### **1. Membership**

- Any member from any Halton PPG may attend.
- Any Halton Practice Manager/ Deputy Manager may attend
- Any Halton general practice staff member may attend to observe the meeting (no voting rights apply)
- The appointed NHS Halton CCG Engagement & Involvement Manager is invited to attend and observe (No voting rights apply)

Relevant Halton NHS CCG Officers and Volunteers will be invited to attend in line with agenda items. (No voting rights apply)

#### **2. Quorum**

When voting takes place a minimum of 3 Halton PPG Plus members must be present, also the Halton PPG Plus Chair and or Halton PPG Plus Vice Chair to agree any recommendations. The NHS Halton CCG Engagement & Involvement Manager must be present to observe the proceedings are fair and just.

#### **3. Remit and responsibilities**

##### **3.1 Halton Patient Participation Group Plus meetings**

The Halton PPG Plus group will meet a minimum of 4 meetings per year

##### **3.2 Halton Patient Experience and Engagement**

There are two purposes for Halton PPG Plus: The first is to provide a forum for Halton PPGs to discuss their experience and involvement with Halton patients

The second is to provide a forum for obtaining relevant information on health developments affecting patients in Halton and for the provision of feedback on such information to the Halton patients.

#### **4. Reporting**

The Halton PPG Plus Chair or Halton PPG Plus Vice Chair will provide feedback to the NHS Halton CCG Engagement & Involvement group on a bi-monthly basis. The NHS Halton CCG Engagement and Involvement Manager will provide feedback to

the Halton PPG Plus Chair or Halton PPG Plus Vice Chair who in turn will provide the said feedback received to the wider Halton PPG Plus members.

## **5. Responsibility of all Members and Attendees**

- All Halton PPG Plus members, Practice Managers or Deputy Managers are encouraged to attend the Halton PPG Plus meetings
- All attendees should have read all papers beforehand so that they can make a positive contribution to the group meeting.
- Apologies from the Halton PPG Plus members and invited guests should be forwarded twenty four hours prior to the meeting to the Halton PPG Plus Chair or Halton PPG Plus Vice Chair or NHS Halton Engagement and Involvement Group Manager if unable to attend a meeting.
- All Halton PPG Plus members are to act as 'Champions', disseminating information and good practice as appropriate to the Halton patients.
- To propose agenda items for a future meeting forward said information to the Halton PPG Plus Chair or Halton PPG Plus Vice Chair or NHS Halton CCG Engagement & Involvement Manager, these should be sent at least twenty working days before the meeting.
- Halton PPG Plus members will inform the PPG Plus Chair or Halton PPG Plus Vice Chair at the commencement of the meeting of any personal conflict of interest with agenda items.
- Halton PPG Plus members will not use the meeting for personal issues. These meetings are for the good of the Halton PPG Plus members and patients as a whole. Specific personal medical issues will not be discussed.
- Any Halton PPG Plus member of any Halton PPG must feel able to air their opinions openly on any matter being discussed.
- Mobile phones must be switched off or put on silent mode.

## **6. Administrative Arrangements**

Halton PPG Plus will be supported by secretarial support provided by NHS Halton CCG who will be responsible for supporting the Halton PPG Plus Chair or Halton PPG Plus Vice Chair.

The Halton PPG Plus Chair or Halton PPG Plus Vice Chair will ensure:

- Correct minutes are taken by the appointed secretarial support and once agreed by the Halton PPG Plus Chair or Halton PPG Plus Vice Chair they are to be distributed to the Halton PPG Plus members and other attendees within 20 working days of the meeting having taken place.

- The agenda and accompanying papers are to be distributed to all Halton PPG Plus members and invited attendees at least five working days in advance of the meeting date.
- The papers of Halton PPG Plus must be filed in accordance with NHS Halton CCG policies and procedures.

## **7. Annual meeting and plan**

An annual meeting plan will include quarterly proposed dates (these may be subject to change dependent on NHS England) and will be agreed by the Halton PPG Plus Chair or Halton PPG Plus Vice Chair and the NHS Engagement & Involvement Manager at the start of each financial year.

The focus of the plan will be in ensuring adequate engagement with Halton PPGs and patients of Halton in the planning and delivery of Halton health care services.

## **8. Terms of Office**

The elections for the Halton PPG Plus Chair and Halton PPG Plus Vice Chair will be held every 3 years; the outgoing holders of these posts may offer themselves for re-election.

It is recommended a maximum term of office for the Halton PPG Plus Chair and Halton PPG Plus Vice Chair of not more than two terms of 3 years i.e. six years.

## **9. Voting**

If you wish to become an Officer of Halton PPG Plus you are allowed to nominate and vote for yourself.

Any questions arising which shall require a vote shall be decided by a simple majority of those present and entitled to vote. Voting is required for any actions or changes in Officers or processes.

No practice shall exercise more than one vote. If more than one member is present from each Halton PPG a majority vote must be agreed. The Halton PPG Chair if present or a nominated PPG member of each practice will voice the opinion of the majority vote.

In case of equal votes the Halton PPG Plus Chair or Halton PPG Plus Vice Chair shall have a second or casting vote.

## **10. Equality and Diversity**

Halton PPG Plus supports equality and diversity principles in line with the Nolan Principles. It is expected that all Halton PPG Plus members accept that we live in a multi faith, multi-cultural society and should treat colleagues, service users and all members of the public with dignity, respect, courtesy and understanding with whom we come into contact with. We will seek to ensure that no one person is unlawfully discriminated against in compliance with the Equality Act 2010.

## **11. Conduct and behaviour**

Any member of any Halton PPG Plus who feels they are not being treated as they should is able to seek help from any of the appointed Officers of Halton PPG Plus in resolving any matters e.g. bullying or harassment.

1.1. Halton PPG Plus members should conduct themselves in a way which will enhance and not be likely to impair or destroy the relationship of mutual trust and confidence with their practice patients.

1.2. Halton PPG Plus members are expected without fear of recrimination and with integrity to bring to the attention of the Halton PPG plus Chair or Halton PPG plus Vice Chair any unprofessional conduct by a colleague or patient and to report any impropriety or breach of conduct.

## **12. Date and Review**

These Terms of Reference were agreed at a meeting held on 20<sup>th</sup> May 2019.

Revision Date: 26th September 2018

Actual Review Date: 20<sup>th</sup> May 2019

Next Review Date: 20<sup>th</sup> May 2020