

Patient Participation Group Network Terms of Reference

Title	Patient Participation Group (PPG) Network
Membership	<ul style="list-style-type: none"> • Nominated representatives from individual PPGs • Practice Staff from individual GP Practices • NHS Warrington Clinical Commissioning Group (CCG) Engagement Manager • Standing invite to Warrington CCG's Service Development Managers • Invited speakers as appropriate (Clinical Leads and Commissioners) • Healthwatch Warrington • Third Sector Speakers as appropriate
Chair of group	Nominated and agreed PPG Representative CCG Engagement Manager will act as Vice Chair
Secretarial support	CCG Engagement Manager Action notes will be taken and disseminated
Function	The PPG Network is a forum of PPG representatives who have combined to provide a common and comprehensive process for communication on behalf of the patients they represent within their respective Medical Practices.
Aims	<p>To support GP Practices in establishing, developing and maintaining effective PPGs</p> <p>To provide peer support to other PPG within our area and respond to new PPGs and Practices and discuss and feedback any queries they may have</p> <p>To report and discuss collective practice issues</p> <p>To report and discuss collective patient experiences relating to primary care</p> <p>To be involved in developing primary care campaigns and work as agreed with the CCG</p> <p>To be involved in Cluster development work as</p>

	agreed with the CCG
Reporting	<p>Two agreed PPG representatives to formally report back to the CCG Health Forum and vice versa</p> <p>Meeting discussions to be included in the monthly Engagement and Communications Team report to the CCG Quality Committee.</p>
Frequency of Meetings	Bi-monthly
Representation	<p>Each GP Practice within the designated Warrington area will automatically qualify to be a member of the PPGN and have equal rights during discussion and decision making requirements.</p> <p>The PPGN will comprise of a maximum of two patient members from each GP Practice. It is requested that each Practice if possible should also make available a staff representative in order to provide a balanced view of requirements in conjunction with their PPG representation.</p> <p>The CCG will commit to one Service Development Manager to attend the PPGN to feedback on Cluster work</p>
Review	The Terms of Reference will be reviewed annually or sooner if deemed necessary
CCG Commitment	<p>Action notes will be taken and circulated to an agreed distribution list</p> <p>Time scales should be set for information both to and from the above so as to create a healthy and meaning full dialogue</p> <p>Raise and report any issues that are brought up in the PPG Network back to the CCG, via the CCG Health Forum Quality Committee and to feed back at the next meeting.</p> <p>Offer to PPG representatives an opportunity to feed into the Network if they cannot attend meetings.</p>
PPG Commitment	As a member of the PPG Network you commit to work within the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

	<p>The PPG Network should not be used as a place to raise individual issues or concerns.</p> <p>Conflict of interests need to be declared and members will not be party to discussions relating to any declared interest.</p> <p>Use the PPGs wider networks and contacts with patients to obtain feedback and pass on key messages.</p> <p>The PPGN reps will commit to feedback any issues or concerns raised by their patients and/ or practice</p> <p>To ensure there is two way communication from patients to the PPGN</p>
Review	Terms of Reference to be reviewed in December 2019