**The Muswell Hill Practice**

**Patient Participation Group (PPG) Terms of Reference**

**PPG Aims / Purpose**

* To promote good relations between the practice and patients by two-way communication.
* To hear updates on the practice and provide feedback to the practice on current procedures and proposed new service developments.
* To explore ideas and areas for improvement or change identified by patient surveys.

**Membership**

* Membership is open to all registered patients aged 16 or over and their carers (who may be registered elsewhere).
* Members should be there to support the group, the practice and the local population, rather than to pursue their own personal agenda.
* Membership should aim to be representative of the practice population.
* The practice manager and a partner will attend each meeting.
* PPG members will meet at least 3 times a year. Meetings will be online or in person.

**Structure and reporting**

* It was agreed on 5 June 2024 that the practice manager will remain the Chair of the PPG.
* If a patient would like to nominate themselves to take on this role, they can raise this in a meeting and be elected by PPG members. Term of office will be one year.
* The practice manager will type minutes of the meeting.
* The group can expect direction, feedback and suggestions from the practice when required.
* Minutes will be made available to the wider practice population via the practice website and Instagram.

**Meetings**

* Meetings will be arranged with at least 2 weeks’ notice.
* The quorum (minimum number of people required to be present for decisions) for meetings is six PPG members plus one practice representative.
* An agenda and any meeting papers will be sent to all members (in a suitable format for them) at least five working days before each meeting date.
* All members can contribute agenda items. Agenda planning before the meeting will be managed and finalised by the chair.