**MASHAM AND KIRKBY MALZEARD PATIENTS GROUP - TERMS OF REFERENCE**

**Preamble**

Masham and Kirkby Malzeard Patients Group - Known as a Patient Participation Group in the NHS. Hereafter in this document referred to as “PPG”

**The Object and Purpose of the PPG**

The PPG is a patient instigated and led group of people registered in the Masham and Kirkby Malzeard GP’s Practice (referred to as the ‘Practice’ throughout this document). Its aim is to facilitate good relations between the Practice and patients by communicating patient experience, interests and concerns and providing feedback to the Practice on current procedures and proposed new developments.

* To work collaboratively and positively with the Practice to improve services and facilities for patients and to act as a sounding board for Practice staff on issues affecting patients.
* To build two-way communication and co-operation between the Practice and patients, other individuals and organisations in healthcare, and the wider community to the mutual benefit of all.
* To act as a representative PPG to support the Practice and influence local provision of health and social care.

**Election and Admission of Members of the PPG Management Committee**

The practical affairs of the PPG are run by a Management Committee (Committee). The members of that Committee are confirmed at a Public Meeting, which is held every third year (Triennial Meeting), if it is practicable.

During the intervening period the Committee has full authority to co-opt individual members, if needed, to ensure that the Committee is fully representative of the patient community and to appoint officers as they see fit.

* Membership of the PPG shall be open to all registered patients and their carers
* Removal of a patient from the patient list will mean that he/she will automatically cease to be a member of the PPG and the Committee.
* The Committee shall not exceed twenty members.

**Subscriptions**

There shall be no subscriptions for members joining the PPG

**Expenses**

Members of the Committee will not be entitled to receive any expenses unless agreed and recorded in the minutes by the full meeting of the Committee.

**Resignation of Members**

Members of the Committee may resign by informing either the Chairman or any other officer of the Committee.

**Suspension or Exclusion of Members**

Members of the Committee may only be suspended or excluded by a majority vote of the Committee.

**The Officers of the PPG**

Will organise the affairs of the Committee and shall consist of:

* Chair & Vice chair
* Honorary Secretary
* Honorary Treasurer

The Committee shall have authority to create other officers as required

**Management of The PPGs’ Affairs**

The Committee shall have authority to open and operate a bank account.

All expenditure must be agreed by the Committee, and recorded in the minutes.

Two registered signatory members of the PPG are required to authorise payments.

The PPG has no power to borrow money.

**Meetings**

Every third year the PPG will hold a Triennial General Meeting (if it is practicable), at which the meeting will elect eligible persons to be committee members of the PPG for the next 3 years.

The Committee will hold meetings at least 4 times a year if it is practicable. The Committee will organise the agenda and ask members of the Committee and the Practice manager for suggestions.

**Alteration of these Terms of Reference**

The Committee shall have authority to alter its Terms of Reference by a majority decision at a duly constituted and advertised meeting of the Committee.

**Dissolution of the PPG**

In view of the community nature of The PPGs’ activities, The PPG can only be dissolved by majority vote of a resolution put to a properly advertised Extraordinary General Meeting.

**Power of Specific officers to bind members of the PPG**

No individual officer shall have permission to bind members of the PPG.

Document agreed between the Committee and Practice on 13th December 2023

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| Chair of the PPG | For the Surgery |
| Date: | Date: |

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