

## **Cornerways Surgery Patient Participation Group (PPG) Constitution**

### **Membership**

- The group shall be known as Cornerways Surgery PPG.
- Membership will be open to any patient registered with the practice and will include the practice manager or other practice team members as representation from the practice.
- Membership will be via the meeting group.

### **Aims**

- The group will provide a communication channel between the patients and the practice.
- With the help and assistance of practice, the group will seek suggestions from patients for improvements to the service and highlight any areas that need attention.
- The group will assist the practice in monitoring quality through patient participation.

### **Objectives**

- Communication: The group will influence the development of policies in the practice by representing patient views. This will ensure patients make the best use of the facilities available.
- Surveys: The group will conduct surveys with patients to inform the action plan.
- The group will work with the practice to ensure changes are fed down to local community groups.
- The group will be informed of the commissioning plans and policies of the CCG and engaged in consultations when required.
- Information will be given to patients through poster displays and the practice website.

## **Rules Governing the Group**

- The group shall elect a chair to serve for a period of two years and will be elected at a PPG meeting.
- Meeting at the practice will be held quarterly. Where it is not possible to do this safely due to requirements such as social distancing, meetings will be held by video link or an alternative venue will be found, if possible.
- The group will consist of at least a core group of 4 patients.
- A copy of the minutes from the PPG meeting will be sent out to members via the Secretary and be available on request and on the practice website.