

# Ilkley & Wharfedale Medical Practice PPG

## Purpose of the PPG

1. To give practice patients and staff the opportunity to discuss topics of mutual interest in their Practice
2. To provide the means for patients to make positive suggestions about the Practice and its patient's healthcare.
3. To encourage health education activities within the Practice.
4. To develop self-help projects to meet the needs of fellow patients
5. To act as a representative group that can be called upon to influence the local provision of Health and Social Care
6. To involve patients from the wider Practice population

## Constitution

7. To promote a patient perspective and enable all Practice patients to access and make the best use of available health care.
8. To provide resources and services for the good of the Practice population which would not otherwise be provided by Statutory Services
9. To encourage a spirit of self help and support amongst patients to improve their health and well being
10. To improve communication between the health professionals, the group, and the wider patient population.

## Membership

11. Any registered patient of the Practice is eligible to join and welcome to attend all or any meetings of the Patient Participation Group.
12. Any member of the Practice staff can join any meeting.
13. Other interested persons may be co-opted to the PPG either generally or for a specific project from time to time by majority consent of the Practice members of the Group.
14. Such co-opted membership shall be reviewed not less than annually or at the end of a specific project, whichever is the sooner.

## The PPG

15. Members of the PPG agree to attend not less than two thirds of PPG meetings and will include the elected officers of the PPG.
16. Members will have their names and available to the wider patient population by way of notices/leaflets in the Practice waiting room and by publication on the Practice website. Contact will be either email or letter via the Surgery

## Ground Rules

17. The Patient Participation Group is neither a complaint gatherer nor resolver – although may have a role in the outcome of a complaint where such outcome could impact on the wider patient population. Any and all complaints brought to or addressed to the PPG are to be referred to the Practice Manager.

18. The PPG will adhere to the same standards of patient confidentiality as that which binds the Practice.
19. Everyone attending PPG meetings has as equally valid a view as another.
20. Discrimination in any and every form will not be tolerated.
21. All views expressed and actions taken by the PPG can only be those representative of the PPG. The PPG cannot bind the Practice nor speak on behalf of the Practice nor represent the Practice in any way.
22. The PPG will set its own frequency of meetings from time to time but will meet a minimum of twice a year plus an Annual General Meeting.
23. The Practice will assist wherever possible to facilitate meetings but the PPG retains responsibility for arranging venues and times of meetings.
24. Membership of the PPG confers no privileges not already afforded to all Practice patients and therefore neither increases nor diminishes individual's access to Practice staff and services, including clinician appointments.

#### **Attendance at the PPG Meetings**

25. The PPG is concerned to be representative at all times. Whilst not seeking to limit involvement from interested patients, there is a need to keep attendance at the PPG meetings to a workable level which enhances the functioning of PPG.
26. Patients wishing to attend the PPG meetings are very welcome, subject to prior notice to the chair and confirmation from the chair. Such notice and confirmation to be given at least one week before the planned meeting.
27. The IWMP PPG meetings generally take place every four to six weeks on a Tuesday at 1800 hours – unless otherwise notified. A quorum of the PPG will consist of 5 members.

#### **Officers of the IWMP PPG**

28. The PPG elected the following as officers of the PPG Elected chairperson
  - Mike Gibbons to manage the conduct and running of meetings  
Elected secretary
  - David Cockshoot & Lizzie Lister to take minutes of meeting and general admin role.
29. To provide continuity, officers should ideally remain in post for 12 months and the position would then be eligible to other patients by way of election at the AGM. Current postholders can offer themselves for re-election.
30. It may be that, to balance workload and commitments at any one time, the PPG agrees a shorter period of office for individuals – or a shared role, for example in the case of secretary/meeting scribe

#### **Dissolution**

31. The Patient Participation Group exists by agreement of, but is separate to, the Ilkley & Wharfedale Medical Practice. It is intended to run autonomously within the constitution.
32. The circumstances under which the PPG can cease are:

- By self determination
  - By the withdrawal of consent for the group by Ilkley & Wharfedale Medical Practice
  - By the cessation of Ilkley & Wharfedale Medical Practice as a practice
33. In the event that the PPG is dissolved, any wholly acquired assets (including cash) belonging to the group will be taken over by the Ilkley & Wharfedale Medical Practice. Such assets will be subject to the condition that Ilkley & Wharfedale Medical Practice uses them as far as possible for the purpose for which they were originally acquired.
34. In the event that this cannot happen, such assets will, where possible, be converted to cash and all cash belonging to the PPG will be used to provide a benefit to patients. No cash belonging to the PPG can be accumulated to the practice funds.
35. Where the practice has ceased to exist, such funds will be placed with the Primary Care Trust for the benefit of patients in the community.

End