

Patient Participation Group Datchet Health Centre



Terms of Reference

1. Membership

Membership of The Datchet Health Centre (DHC) Patient Participation Group (PPG) is voluntary; all patients over the age of 16 who are registered with the DHC are eligible for appointment or election to the PPG.

Membership does not confer any prior claims on the Practice or any right to preferential treatment.

Membership of this PPG ends when a member ceases to be a patient of the Practice.

Two members are provided by the Practice, the Manager and a Partner.

The number of members shall be at least 11 and not more than 15.

Eligible patients may propose themselves for membership, in which case they may be invited to attend a meeting as participating, non-voting, observers, subject to the confidentiality requirements below (para 4). Appointment of an observer as a new member is subject to approval by a majority of the members present at the meeting.

Members are expected to give as much notice as possible of their intention to resign. The requirement to maintain confidentiality is not cancelled by resignation.

Patients who agree to give their email addresses to the Practice Manager become members of the Patient Reference Group (PRG).

2. Officers

The Chairperson and Secretary are appointed by majority vote of all members. Members may nominate themselves for these posts.

The members must appoint stand-ins for both the Chairperson and Secretary in case either or both are unable to attend a meeting,

They, all four, must each resign and stand for re-election after two years in post.

In any vote, except for the position of Chairperson, which is tied, the Chairperson has a casting vote.

If the PPG holds and manages funds, the members will elect a Treasurer from among their number, for two years at a time.

3. Funding

Currently, PPG funding requirements are met by DHC, sometimes assisted by the Friends of The Datchet Health Centre (FoDHC), a registered charity associated with the Practice.

If the PPG holds and manages funds the Treasurer, and either the Chairperson or Secretary must open a suitable bank account and apply to HMRC for the PPG to be regarded as a

charity for Income Tax and VAT exemptions. The Financial year will coincide with the Calendar year

4. Meetings

The DHC PPG usually meets at intervals of six to eight weeks

Members participate in the proceedings under the direction of the Chairperson.

The Chairperson may call special meetings as the need arises

The agenda for meetings are produced by the Chairperson and/or Secretary and distributed to members at least seven, preferably 14, days before each meeting.

The PPG members may appoint Sub Groups or Working Groups from among their number to carry out specific tasks

A quorum is 50% plus one of the members; it must include the Chairperson and Secretary or their stand-ins

The Chairperson may, at his/her discretion, ask the Practice members to act as representatives, able to participate in the proceedings but not to vote.

The Secretary takes notes of the proceedings and publishes the minutes, with the Chairperson's approval, to the members as soon as possible after each meeting, preferably within a week.

Excluding publicly available information, all members agree to keep confidential the discussions and information to which they have access by way of being a member, in particular information about Patients and other individuals which is protected by the Data Protection Act 1998.

5. Annual General Meetings and Elections

As soon as feasible, the PPG will hold AGMs annually and conduct elections whereby PPG members can be elected by popular vote of the registered patients who are eligible for election to the PPG. The rules for this have not yet been determined.

6. Disbandment

The PPG may be disbanded with the agreement of a majority of the members and the DHC Partners. If all PPG members resign, the Practice is at liberty to form a new PPG.

7. Changes to the Terms of Reference

Changes to these Terms of Reference and the Aim and Objectives document require the support of a two thirds majority of the members, and subsequent endorsement by a simple majority at the next AGM, if AGMs are held.