**northgate**

Anchor Meadow Health Centre

Westfield Drive

Aldridge Walsall WS9 8AJ

**tel:** 01922 450900 **fax:** 01922 450910

PRACTICE

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Dr F E Bolliger, Dr B Sarai, Dr D Gakhal and Dr K Hayer



**Constitution– August 2021**

The group shall be known as **Northgate Practice Patient Representative Group (NPPRG)**. 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 or the virtual 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 newsletter

**Rules Governing the Group**

* The group shall elect a chair to serve for a period of one year and will be elected at a PPG meeting. Meeting at the practice will be held quarterly.
* A copy of the minutes from the PPG meeting will be sent out to members via the Secretary and are also available on request or on the practice website.
* The group will consist of at least a core group of 4 patients.
* The group will hold an Annual General Meeting in September.
* A Chairperson, Deputy Chairperson, and a Secretary / Note taker will be elected annually at the AGM.
* The Chairperson will chair meetings of the group with the Deputy Chairperson acting in the absence of the Chairperson.
* The group may appoint sub groups to look at specific issues. Such Sub groups will report to the main group at the conclusion of their deliberations.
* The Practice be requested to provide any information of a non-confidential nature to assist the group.
* This Constitution, and associated ‘Terms of Reference, can only be altered at a meeting provided formal notice is given to all members