



TERMS OF REFERENCE

Title

The Group will be called 'The Alma Road PPG'

Overall Aim

To improve the overall patient experience by representing them and promoting close cooperation between them and the Practice.

Membership

Is open and free to all patients registered at the Surgery

Main objectives

- To explore issues arising from patients' feedback and surveys and to contribute to action plans and the monitoring of improvements.
- To promote health awareness and patient education by making sure that up-to-date information and advice are readily available

Group Organisation.

- The business of the Group will be organised by a Committee of volunteers and invited members who have special experience or expertise.
- The Committee will have an elected Chair (Minutes Secretary rotating) with an agreed number of members.
- Assistance will be provided by the Practice Management as necessary.

Group Meetings

- The Committee will meet no fewer than four times a year.
- Notices of meetings, reports on meetings and information about the Group's activities and promotions will be displayed on the PPG notice board, relevant websites and social media, in quarterly newsletters and on the TV monitors in the Surgery.

Revised March 2025