



PPG Sample Terms of Reference **Agreed by Panel January 2014**

The PPG will:

1. Help to improve communication between the practice and its patients
2. Act as a planning tool – may be consulted on service development and provision
3. Support the practice in dealing with general grumbles and complaints
4. Provide feedback on patients' needs, concerns and interests
5. Feedback information about the community, which may affect healthcare
6. Give patients a voice in the organisation of their care
7. Encourage and support health education activities within the practice
8. Influence the provision of secondary health care and social care locally
9. Gain knowledge and understanding of the work that goes on within the practice and any proposed future changes
10. Assist the practice in gaining support within the local community
11. If agreed by the PPG assist with any fundraising on behalf of the Practice, i.e to improve facilities or medical equipment
12. Agree to meet every 6-8 weeks minimum with an AGM in January of each year