

# Terms of Reference for Preston Park Community Primary Care Network Patient Participation Group, September 2021

## 1. Title of the Group

The group shall be titled Preston Park Community Primary Care Network (PCN) Patient Participation Group (PPG).

## 2. Aim of the Group

The aim of the Group is to promote communication and co-operation between the PCN and the PPG's of its five GP Practices; Beaconsfield Medical Practice, The Haven Practice, Preston Park Surgery, Stanford Medical Centre, and Warmdene Surgery, and therefore the registered patients of the practices, to mutual benefit.

The Group provides a mechanism for PPG members to be kept updated and to provide input (where possible) on the PCN's developments. This compliments the aims of the practice level PPG's.

## 3. Membership of the Group

Membership shall be open to all members of the five practice PPG's. Membership is voluntary and is not time limited.

As there is no formal requirement for PCN's to have a PCN level PPG, there will not be a formal committee for the Group.

## 4. Activities of the Group

The Group shall be kept informed of PCN developments and progress with PCN projects. The group is able to make comments on these, on behalf of patients.

The PCN shall provide opportunities for input and feedback from PPG members where possible regarding service development and provision.

The Group shall respond to all consultations issued by the PCN in respect of service development and provision.

## 5. Meetings of the Group

The PCN shall coordinate and provide quarterly meetings. PCN PPG members will be invited to meetings via email, with at least one month's notice.

The PCN shall provide the Chair for meetings i.e. the PCN's Clinical Director.



BEACONSFIELD MEDICAL PRACTICE  
THE HAVEN PRACTICE  
PRESTON PARK SURGERY  
STANFORD MEDICAL CENTRE  
WARMDENE SURGERY

The PCN shall provide the agenda and notes for meetings. PPG members shall be able to submit agenda items.

The PCN and its practices shall promote meeting agenda and notes within the practices, and via their websites, social media accounts, newsletters and other communication channels as widely as possible.

The PCN shall review this TOR on an annual basis.