Shropshire Patients’ Group (SPG)

# Constitution and Terms of Reference

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| 1 | TITLE | Shropshire Patients’ Group |
| 2 | MISSION STATEMENT | To represent, support and encourage a consolidated patient voice and, to secure the best health care within the Shropshire Clinical Commissioning Group (SCCG) area. |
| 3 | MEMBERSHIP | Each PPG/PG has membership of the SPG and will be entitled to one vote. |
| 4 | CHAIR | The Chair will be elected to serve for 2 years by a majority vote at a General Meeting. |
| VICE-CHAIR | The Vice-chair will be elected to serve for 2 years by a majority vote at a General Meeting. |
| SUPPORTING COMMITTEE | The number of Supporting Committee members and, the required Officer appointments will be decided by a simple majority vote at a meeting of the SPG where the item has been included on a previously circulated agenda. |
| SUPPORTING COMMITTEE MEMBERS | Supporting Committee members will be elected to serve for 2 years by a majority vote at a General Meeting. Further co-opted members can be selected where their inclusion on the Supporting Committee will benefit the Committee. |
| 5 | CO-OPTING | Individuals can be co-opted to the SPG, to fulfil a task for a specified duration, where a majority vote at an SPG meeting agrees that their co-option would be beneficial to the group. Co-optees have no voting rights. |
| 6 | VISITORS | Visitors may attend SPG meetings as observers by prior arrangement with the Supporting Committee |
| 7 | VOTING | Each PPG/PG will be entitled to one vote to be cast in person by one PPG/PG representative. |
| 8 | MEETINGS | The SPG will meet monthly, in/close to Shrewsbury.  General Meetings will be ordered by the SPG as required with a minimum of 21 days notice. An Annual Report will be prepared and presented.  ‘Networking’ meetings will be held each Spring and Autumn. |
| 9 | COMMUNICATIONS | The SPG will undertake to communicate with all registered PPG/PGs using the *e* mail address that is supplied by the PPG/PG. |
| 10 | PURPOSE | * To represent, support and encourage PPG/PGs within the Shropshire Clinical Commissioning Group area: - * To provide a forum for discussions on any health service matter between the representatives of PPG/PGs. * To provide to and, to receive information from patients. * To provide a channel that enables appropriate patients to come forward to be involved in projects etc. * To facilitate bi-directional communications between PPG/PGs and any health service organisation via the SPG. * To consider proposed strategies and commissioning policies of the Shropshire CCG and other statutory health organisations and to respond appropriately. * To provide feedback agreed by PPG/PGs/SPG to the CCG and other NHS and health related organisations. * To provide delegates to represent the SPG as required. * To consider national directives, Government papers, investigations, studies and proposals and respond appropriately. * To take part in County-wide studies. * To provide a vehicle for two way exchanges of good practice. * To channel concerns. * To provide a contact point for communication from other groups / organisations. * To ensure that the results of any consultation work are fed back satisfactorily to the public – ‘You said….. we did……..’ * To consider any other matter not referred to above as may be agreed by the SPG. |
| 11 | CODE OF CONDUCT | • The SPG is not a forum for individual complaints or issues.  • SPG members and co-optees will be flexible, listen, ask for help and support each other.  • We advocate open and honest and civil communication and challenge between individuals.  • All views are valid and will be listened to.  • The SPG acknowledges that it is unrealistic to speak for all patients within Shropshire but will endeavour to seek views of patients and others and to bring these views forward.  • We will communicate information which is of potential interest to patients within our communities. |
| 12 | AMENDMENTS / REVIEW | Terms of reference to be reviewed in the first instance in 12 months time. |
|  | Signed by | Signed:  Date: |
|  | Date for review | April 10th 2014 |

Adopted by SPG; April 10th 2013