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.
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| 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