

1	<b>TITLE</b>	Shropshire Patients' Group (SPG)
2	<b>MISSION STATEMENT</b>	<p>The Shropshire Patients Group is a group of patients with individual views and opinions drawn from the Patient Participation Groups of GP practices within Shropshire. We strive to achieve the best possible health care in your town or village and across the county, by making sure the voices of patients are heard by service providers'</p> <p>Our aim is to support, by providing a patient and lay perspective, the work done by the Shropshire CCG, the NHS and social care providers in our area. We believe that by having different perceptions, concerns and priorities to the SCCG and providers named above, we can have a positive input to their work and on the present and future medical care in our community.</p> <p>The SPG also acts as a forum for PPGs to discuss matters of common concern and exchange ideas. In addition, by inviting speakers to address the SPG, it can be a channel by which information can be widely disseminated around the county.</p>
3	<b>MEMBERSHIP</b>	Each PPG/PG has membership of the SPG and can send up to 2 representatives to SPG meetings. Each PPG/PG will be entitled to one vote.
4	<b>CHAIR</b>	The Chair will be elected to serve for 2 years by a majority vote at an SPG Meeting.
	<b>VICE-CHAIR(s)</b>	The Vice-chair(s) will be elected to serve for 2 years by a majority vote at an SPG Meeting
5	<b>CO-OPTING</b>	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	<b>VISITORS</b>	Visitors may attend full SPG meetings as observers by prior arrangement with the Chair
7	<b>VOTING</b>	Each PPG/PG will be entitled to one vote to be cast in person by one PPG/PG representative.
8	<b>MEETINGS</b>	<ul style="list-style-type: none"> <li>• SPG will usually meet on a monthly basis.</li> <li>• 'Networking' meetings (aimed at encouraging and involving wider attendance from PPG members) will be held with the cooperation of the Shropshire CCG, preferably at least once a year.</li> <li>• The Chair is able to call occasional ad hoc meetings with the likes of the Vice Chairs and relevant members to address issues between the main SPG meetings if there is such a need. Such meetings will be minuted and items discussed brought to the next SPG meeting.</li> </ul>

9	<b>COMMUNICATIONS</b>	The SPG will undertake to communicate with all registered PPG/PGs using the email address that is supplied by the PPG/PG. Other mechanism for communication will be explored and developed to ensure maximum involvement.
10	<b>PURPOSE OF SPG</b>	<p>SPG is not a statutory organisation – but is a volunteer body working with, and alongside, the NHS and other Public Sector and voluntary organisations.</p> <p><b>SPG will strive to perform as the following:</b></p> <p><b>A communications conduit</b> - Upwards (to CCGs / the NHS / and others); downwards and also across PPGs) – ensuring a smooth flow of information and communications</p> <p><b>A Networking group</b> - Offering opportunities for PPGs to get together, facilitating the sharing of good practice</p> <p><b>A ‘representative’ group</b> - Of patients within the SCCG area. having a “helicopter view” of what is going on across Shropshire (to help focus and scaling)</p> <p><b>Facilitating engagement; interaction; involvement</b> - Between patients and the local health economy</p> <p><b>To bring focus</b> - To help to prioritise efforts of local groups (ensuring that collectively PPGs are focusing on the ‘right things’ to have maximum impact)</p>
11	<b>CODE OF CONDUCT</b>	<ul style="list-style-type: none"> <li>• The SPG is not a forum for individual complaints or issues.</li> <li>• SPG is not a campaigning group.</li> <li>• SPG members and co-optees will be flexible, listen, ask for help and support each other.</li> <li>• We advocate open and honest and civil communication and challenge between individuals.</li> <li>• All views are valid and will be listened to.</li> <li>• 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.</li> <li>• We will communicate information which is of potential interest to patients within our communities.</li> <li>• When attending none SPG meetings, members must adhere to the separate guidance - <b>“The Role of Members who sit on Committees”</b></li> </ul>
12	<b>AMENDMENTS / REVIEW</b>	Terms of Reference to be reviewed on a two yearly basis and after the election of officers covered in section 4 above.
	<b>SIGNED BY</b>	Signed: <span style="float: right;">Date: <b>23rd FEBRUARY 2018</b></span>
	<b>DATE OF REVIEW</b>	<b>NOVEMBER 2020</b>