

Terms of Reference

Healthwatch Swindon Patient Participation Group Forum November 2019

1 Overview and purpose

The Swindon Patient Participation Group (PPG) Forum is a network of PPG representatives from participating GP practices with surgeries in Swindon¹ and Shrivenham². Its membership will include patients and practice staff.

Through its meetings and related activity, the Forum will:

1. discuss issues common to PPGs;
2. debate and develop effective ways of working;
3. invite speakers on appropriate subjects;
4. provide a mechanism for support and advice to PPGs in Swindon;
5. increase participants' awareness and understanding of current issues in primary care services;
6. provide a joint opportunity to influence or challenge service commissioners (eg NHS England or the Clinical Commissioning Group (CCG)) and agencies (eg the General Medical Council or Care Quality Commission) where appropriate;
7. provide a joint opportunity to influence the provision of primary care (GP) services where appropriate;
8. provide an opportunity, where relevant, to review participants' experience of secondary or other NHS health care;
9. encourage growth and development of PPGs in Swindon and Shrivenham;
10. undertake specific, joint pieces of work to achieve these objectives;
11. undertake any other relevant activity agreed by participants from time to time.

2 Membership

1. The Forum will be facilitated, supported and administered by Healthwatch Swindon;
2. Meetings of PPG chairs will work with Healthwatch Swindon to plan agendas and undertake other related tasks;
3. An invitation to attend forum meetings will be extended to any PPG in Swindon and Shrivenham;
4. In order to support PPG development, an invitation will also be extended to patients/staff from practices where a PPG has not yet formed;
5. Up to four people from any one PPG, including one member of practice staff involved with their PPG, will be welcome at any forum meeting;

¹ For this purpose Swindon includes Wanborough branch surgery of Ramsbury Surgery (Wiltshire)

² Shrivenham (Oxfordshire) is included within Swindon Clinical Commissioning Group and the PPG Forum includes Elm Tree Surgery

6. Swindon Clinical Commissioning Group or its successor may be represented by a maximum of four people including its head of communications and engagement and its primary care manager or their deputies;
7. In order to help achieve its aims, the forum may, from time to time, extend an invitation to other appropriate people (e.g. Swindon borough council or voluntary organisations)

3 Frequency of Meetings

Forum meetings will be held at least four times a year at such intervals as participants agree.

4 Arrangements for Forum meetings

Working with PPG chairs, Healthwatch Swindon will undertake administrative tasks to plan meetings. Healthwatch Swindon will circulate agendas; and will take, distribute and publish notes including on the Healthwatch Swindon website.

5 Accountability and reporting arrangements

1. Forum activity and any recommendations will be reported to and discussed by the Healthwatch Swindon management team and advisory group.
2. On behalf of the forum, Healthwatch Swindon will report views and recommendations, as appropriate, to Swindon CCG or its successor, NHS England, Swindon borough council or elsewhere.
3. Forum participants will report back to their individual PPGs and Practice Managers and
4. Healthwatch Swindon will undertake to circulate notes of meetings etc. to other PPG members whose contact details are provided. Participants who do not use a computer will be sent agenda and notes by mail.

6 Review

These terms of reference were reviewed and agreed by the forum in November 2019. They will be reviewed by the forum as required and in November 2020.