



Sutton Clinical Commissioning Group Patient Reference Group

Terms of Reference

Name of the group

The group shall be called Sutton Clinical Commissioning Group (SCCG) Patient Reference Group (PRG).

Aim

The aim of the PRG is to allow patients to deliver an effective patient input to Sutton CCG on the provision, monitoring and commissioning of local services, consistent with the commissioning cycle.

Objectives

To hold bi monthly meetings following an annual work plan whilst ensuring that timely opportunities are provided to engage PPGs and the wider practice population.

Purpose

The PRG will provide a forum for dialogue between patient representatives and the CCG to deliver an effective patient voice. This will include the following:

- Enable patients to raise issues about local services with the SCCG
- Enable patients to be kept abreast by the SCCG of its priorities, business planning and commissioning timetables
- Enable the SCCG to consult patients about specific current and future developments and policies, including the commissioning and quality of local services
- Provide patients with timely requests to assist the SCCG, to allow for wider consultation through Patient Participation Groups (PPGs) and considered patient input for the SCCG in taking work forward

Membership

- Membership of the group is voluntary and open to patients elected or selected from individual Sutton GP Practices/PPGs.
- The PRG requires advance notice of nominated representatives.
- A maximum of two (2) members from each Practice shall attend any one PRG meeting.
- Each practice may nominate up to 3 representatives subject to ensuring that only 2 attend a PRG meeting.
- The SCCG representatives and Lay Member with responsibility for Patient and Public Involvement will be non-voting members of the PRG. Healthwatch Sutton (HWS) will be invited to nominate a representative to attend the meetings.

Roles

- The PRG will be chaired by a patient member elected by the PRG membership. In addition, two (2) vice chairs will be appointed to provide continuity.
- All appointments to the above posts will be made by election, by the PRG membership and on an annual basis.

- A bi monthly agenda setting meeting will be held to help shape the business of the PRG. Core attendance will be the 3 officers (chair and 2 vice chairs) HWS support officer and SCCG Lay representative. In addition 2 PRG members, from different practices, will be invited on a rotational basis.

Ways of Working

- The views of PRG members shall not be interpreted as representing the views of all patients, nor indeed of all patients registered with their respective practices.
- The SCCG will be requested to consult the PRG in sufficient time for members to seek the views of their own PPGs.
- The PRG may elect to debate issues and make responses, on behalf of the PRG through Task and Finish groups in smaller working groups.
- Although there will normally be SCCG representation at PRG meetings, the PRG reserves the right to consider issues without CCG attendance.
- The PRG will invite relevant guest speakers to address its meetings as necessary.
- SCCG will appoint administrative support to the PRG, including a minute taker and contact point for members.
- The PRG will work to be inclusive, value difference and give equal opportunities to all, aiming to eliminate all types of discrimination on the grounds of race, culture, ethnic origin, nationality, gender, sexuality, disability, age, class, appearance, religion or caring role.

Meeting Arrangements

- Agendas will be set by the chair of the PRG in consultation with those attending agenda setting meetings.
- Members may propose items for the agenda.
- Agendas and minutes of the previous meeting will be made available to PRG members at least a week before meetings.
- The PRG will normally meet bi-monthly on Wednesdays, 4.45pm - 6.45pm at Sutton Civic Offices.
- Consideration will be given to responding to any special needs that members may have.

Ground Rules

- Members are expected to adhere to the PRG 'Ground Rules' at meetings and comply with all agreed PRG policies.
- All views and opinions will be respected. Members should promote a friendly and co-operative atmosphere.
- Members will commit to attend the PRG regularly and send apologies if they cannot attend.
- Where a member reveals medical or personal details about themselves/another individual, or confidential CCG matters are discussed, this information shall not be disclosed outside of the Group.

Conflict or disagreement

- In the event of any issues of conflict or disagreement matters will be referred initially to the officers with the option to escalate to the SCCG Chair and or lay representative.

Review date

- To ensure this document remains relevant it will be reviewed annually and updated as needed.