



## East Leake Medical Group Patients Partnership

### Terms of Reference

#### Purpose

To allow patients to have direct access to the planning and policy making process of the East Leake Medical Group.

To provide patient views and input to the development of medical services in the community covered by the practice area.

Link with other patient groups in Rushcliffe.

Provide the vehicle for patients to become involved in NHS Rushcliffe Clinical Commissioning Group, (Principia Partners in Health) the local commissioning group.

#### Aims

To ensure patients have an influence in the development of health care within the practice area and across Rushcliffe.

To support the practice in its dealings with other bodies.

To improve communication between the practice and patients.

#### Membership

The partnership will be patient organised and chaired but have active support from the practice.

Patient members should be a maximum of 9 at any one time. Quorum of 5 members per meeting.

Potential members to be vetted by the group and the practice to ensure there are no potential confidentiality risks or professional conflicts.

Members to participate for a maximum of 3 years.

Members can seek to continue after 3 years subject to other members agreeing and whether there are other vetted members waiting to join.

#### Roles and Responsibilities

This group will elect a chair and a vice-chair who will both have a term of office, starting in October each year, of one year after which there will be re-election/reselection from within the group.

Vice chair to chair meetings in chairperson's absence and vice chair automatically becomes chair at the end of their year. (Chair not precluded from becoming new vice-chair).

One member to volunteer to take the minutes.

Practice staff/clinicians will be invited to attend the meetings as required.

Chair to agree agenda but all members can put forward agenda items.

Wherever possible, members should only put forward agenda items to meetings they will be attending.

#### Administration

Meetings to be held monthly on the 4th Wednesday of the month. Meetings can be cancelled as required during holiday periods e.g. August, Christmas. Easter breaks etc.

Agreement on use of email to communicate wherever possible. Those not on email to have information posted on by the practice.

Terms of reference to be ratified/changed annually at the October meeting.