

The North and West Reading CCG Patient Voice Group Terms of Reference

A. NAME

The name of the group shall be called the North and West Reading (N&WR) Patient Voice Group.

B. PURPOSE

The group shall operate within the North and West Reading Clinical Commissioning Group (N&WR CCG) representing the constituent practices patient participation groups (PPG's). The purpose of the group is to act as a communication system between the N&WR CCG Patient and Public Engagement Steering Group on behalf of the governing body, and the individual practice PPG's.

C. OBJECTIVES

The committee will work with local NHS organisations, and all local organisations representing patients of the N&WR CCG Area to provide and receive feedback on the quality of NHS services commissioned by the N&WR CCG with a view to assisting in refining the provision of these services.

D. MEMBERSHIP

Membership of the group shall be open to all constituent practice PPG's and individuals interested in furthering the work of the group. These members will constitute the voting members of the group.

Currently these are:-

- 2 representatives from each PPG of GP surgeries located in N&WR CCG counted as one vote
- Healthwatch representative

In the case of a split vote the Chair will have the casting vote

The Following groups, associations or individuals are invited as attendees to provide support, expertise and advice. These attendees will not have any voting rights:-

- Lay Member – Patient and Public Involvement
- Practice managers – to attend at least 2 meetings per year unless attending under the mandate of their PPG with voting rights.
- The Chair of N&WR CCG
- Director of Operations
- CCG Manager
- Representatives of Reading Borough Council (RBC) and West Berkshire Council (WBC)

Other groups, associations and individuals may be invited on an ad hoc basis to provide support, advice and expertise as necessary.

E. OFFICERS

The Honorary Officers shall be:

- Chairperson, elected from the membership

- Vice Chairperson, elected from the membership

The Chair and Vice Chair shall be elected to ensure that there is adequate representation from across the whole of the N&WR CCG

F. ELECTION OF OFFICERS

1. All officers shall be elected at an open meeting of the group, from, and by, the members of the group
- 2..All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year with a maximum tenure of 3 years

G. GENERAL COMMITTEE MANAGEMENT

1. The Group shall meet at agreed intervals and not less than four times per year. Practice Groups that meet virtually will have the opportunity to participate through email.
2. The duties of the Group are:
 - a. To communicate the areas of discussion of the group on behalf of the members to the wider population.
 - b. To co-opt additional members of the committee as the group feels necessary. Co-opted members shall not be entitled to a vote on the committee.
 - c. To make decisions on the basis of a simple vote. In the case of equal votes, the Chairperson shall exercise an additional casting vote.
3. Quoracy:

A quorum shall be representatives of 6 practices but feedback/ discussion shall be included from virtual groups disseminated during the meeting.

H. PAYMENT OF MEMBERS

No members shall receive any pecuniary benefit from the group.

I. GENERAL OPEN MEETINGS

1. Two general open meetings shall be held each year in April and September each year. Notice of such meetings shall be given at least 28 days before the date. These meetings will be open to all members of practice PPG's.
2. The business of the General Open Meeting shall be to:
 - a. Provide feedback from the previous six months by the CCG Chair or their nominated representative.
 - b. Receive Chairperson/ViceChairperson's highlight report of the Patient Voice Groups business over the previous six months.
 - c. Allow the wider PPG community an opportunity to provide feedback and participate in open discussions.

- d. Election of Officers at the April meeting. Nominations can only be made by members and must be seconded by another member. They must have the agreement of the nominee.
- e. The meeting will be chaired by the Chairperson or, in their absence by the Deputy Chairperson, or in their absence, a member appointed by the group for the purpose.
- f. Decisions made at the meeting shall be by a simple majority of votes from representatives of practices attending. In the event of equal votes the Chairperson shall exercise an additional casting vote.
- g. The quorum for the meeting shall be 5 representatives from the N&WR CCG practices and 1 officer of the group including 1 from the Chairperson or Vice Chairperson.
- h. These rules shall also apply to any Special General Meeting that may be called.

J. ALTERATIONS TO THE CONSTITUTION

Any proposed alterations to the constitution may only be considered at an Open or Special General Meeting, convened with the required notice of the proposal. A quorum must be achieved at such meeting. Any alteration or amendment must be proposed by a member of the group and seconded by another member. Such alterations shall be passed if supported by not less than two thirds of those members present at the meeting

K. DISSOLUTION

If at any General Meeting of the group a resolution be passed calling for the dissolution of the group, the Secretary shall immediately convene a Special General Meeting of the group to be held not less than one month thereafter to discuss and vote on the resolution.