

BOLTON COMMUNITY PRACTICE
PATIENT ADVISORY GROUP
TERMS OF REFERENCE

1. To assist the Bolton Community Practice C.I.C. (“the Company”) and the Directors of the Company to undertake the objects of the Company to carry on services and activities (“services”) which benefit the community and in particular (without limitation) to provide, or assist in the provision of, primary medical services or any other health, social care or related service.
2. To advise the Company and the Directors of the Company on services provided by the Company and the Directors of the Company , but with no power to deal with strategic financial planning issues, clinical decisions, staffing or human resources issues, and also with no power to take decisions binding on the Company or the Directors.
3. To help create services for the benefit of all the patients (including all other service users, community users and service providers) (“the patients”) focussed on the needs of individuals, communities and providers.
4. To create a strong voice for the patients in the design and delivery of services and care.
5. To ensure the patients’ empowerment and engagement, including the use of all forms of feedback and electronic technology.
6. To aim to ensure its Members are representative of the patients.
7. To review the information given to the patients, Equality Impact Assessments and Action Plans.
8. To authorise the Chair (or his or her nominated representative) to attend, participate and vote at Meetings of the Board of the Company or at any other Meeting.
9. To review, evaluate and improve the services and to the patients, including any proposed changes to services.
10. To provide support groups for those of the patients with specific needs.
11. To consider any complaints and other matters relevant to the Terms of Reference.
12. To use any monies provided by the Company to further the Terms of Reference.
13. To enable the Chair and the Deputy Chair to act in an emergency.
14. To review and amend the Terms of Reference and Membership Rules from time to time.

MEMBERSHIP RULES

1. The Membership shall be a maximum of 12 registered patients of the Bolton Community Practice C.I.C. with the aim of ensuring the Members are representative of the patients.
2. A Chair and a Deputy Chair shall be elected from the Members.
3. A Secretary shall be appointed who may be a Member.
4. The tenure of the Chair and the Deputy Chair shall be two years.
5. The tenure of all other Members shall be two years.
6. The quorum for a Meeting shall be at least four Members.
7. The Chair shall have a casting vote.
8. The Group shall determine the frequency of its Meetings.
9. The Chair shall produce an Annual Written Report on the workings of the Group.
10. The Group shall be supported by the Clinical Director and the Service Locality Manager or their nominated representatives.