**PPG Champions Group: Terms of Reference**

## A. Mission

1. To facilitate and promote the development of community engagement at a primary care level including GP surgery Patient Participation Groups (PPG).
2. To assist in developing positive and constructive relationships between communities - including GP practice Patient Participation Groups (PPGs), and the NHS, including GP practices, Primary Care Networks (PCN) and Integrated Care Boards (ICB), in order to improve healthcare for all.
3. To help in moving practices towards a more inclusive and innovative approach towards engagement, based on good practice examples shared with the group.
4. To spread good practice and share our vision based on the statutory guidance, our co-produced animation and our PPG FAQs document. <links to all>

**B. Stakeholders and Partners**

1. NHS England, Integrated Care Boards (ICB), Primary Care Networks (PCN), Local Medical Committees (LMC), Patient Participation Group (PPG) Networks, Individual Patient Participation Groups (PPG), communities, National Association for Patient Participation (NAPP), Patients Association (PA), Healthwatch England, Care Quality Commission (CQC).

## C. Objectives

1. Facilitate the establishment, development, and growth in patient membership of community engagement at a primary care level (including PPGs).
2. Identify, and seek to assist with addressing, the motivational issues associated with the recruitment and retention of patients as voluntary members as part of community engagement (including PPGs).
3. Provide guidance and support for GP surgeries seeking to develop their community engagement (including PPGs).
4. Identify, share examples, and support the range of approaches that underpin community engagement and consider which model of PPG can best play a role in this: <link to FAQs>.
5. Maintain a positive working relationship with all stakeholders.
6. Seek to influence NHS engagement with ICB Engagement Leads to share how ICBs work with communities at a primary care level (including PPGs).
7. Consider how to, and work to, share best practice across working with people and communities at primary care level (including PPGs), including diversity and engagement practices.
8. Be a critical friend to the NHS and GP practices.
9. Be proactive in enabling people and communities (including PPGs) to provide feedback and opinion to the NHS, including how services are planned, prioritised, implemented and delivered. Strive for regular communication between ICBs and primary care level engagement (inc PPGs).
10. Identify, contribute to, and where appropriate own and deliver, research opportunities relating to primary care engagement.
11. Nationally promote and share messaging around how we can work with people and communities at a primary care level and provide assets and resources to people to support engagement.
12. Where appropriate, NHSE to provide signposting to suitable outside organisations.
13. Develop expectations, goals and action plans to meet these objectives; review, and if required update, these plans and this document at least annually.

## D. Scope

1. People and community engagement in GP primary care.
2. **Champions Group** is an NHS venture, and is owned by the NHS.
3. Inclusion of two (2) **Champions Group** representative(s) on the Primary Care Community Engagement Strategy Group[[1]](#footnote-1).
4. To enable wider participation, in addition to meetings all members are encouraged to sign up to and use the **FutureNHS** website.
5. The **Champions Group** is not a forum for discussion of complaints and grievances concerning an individual patient’s care or individual practices.
6. Advice and recommendations from the group will be reported up to NHS England senior management and the PPG Steering Group, with NHS England committing to hearing and considering the feedback.
7. These Terms of Reference do not aim to replace or supersede your local PPG’s Terms of Reference, which is a separate and unrelated document.

## E. Meetings

1. Reasonable notice shall be given of the dates and times of meetings; the expectation is that one month’s notice shall be the minimum. An annual calendar of meeting dates is preferred.
2. Meetings will be minuted.

**Document Control**

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1. PPG Steering Group comprises NHS England, Healthwatch England, Patients Association and National Association for Patient Participation [↑](#footnote-ref-1)