

4.3 The Group will contribute to, and be kept informed of significant Practice decisions.

4.4 The Group will advise the Practice on the education needs of the community by encouraging and supporting activities within the Practice to promote preventive medicine and healthy lifestyle choices.

4.5 The Group will produce an update three times a year informing Patients of the work of the Practice and activities of the Group; it will be published in the Surgery's website,

4.6 The Group will seek to ensure that Patient information and advice are readily available and clearly presented.

4.7 The Group will represent patients at the Practice in seeking to influence local provision of health and social care.

## **5. Meetings of the Group**

5.1 The Group will endeavour to meet no fewer than four times a year, and will, in addition, normally hold an Annual General Meeting in April each year.

5.2 Notices of meetings, reports on meetings and information about the PPG's activities will be displayed in surgery waiting rooms and on the Group's web page, and members will be notified by email alerts, and through the post when necessary.

## **6. Organisation of the Group**

6.1 The Group's activities will be organised by a Committee of volunteers and invited members.

6.2 The Committee will be composed of a Chair, Deputy Chair, Secretary and Treasurer, and between four and six members, to be agreed at the meeting. Other members will be co-opted as required.

6.3 Administrative assistance will be provided by staff at the Practice.