

GROBY ROAD MEDICAL CENTRE PATIENTS PARTICIPATION GROUP CONSTITUTION

1. NAME

The name of the group shall be 'The Groby Road Medical Centre Patients Participation Group', referred herein as the 'Group'.

2. OBJECTIVES

The objectives of the group shall be:

- 2.1 To liaise with the Groby Road Medical Centre (referred herein as the 'Practice'), medical team and management, health care workers, health authorities or organisations concerned with healthcare.
- 2.2 Represent the patients of the Practice and provide a means of communication between Patients and the Practice Partners and management, refer to Section 4.
- 2.3 To gather and collate opinion from patients via a range of sources and means and to comment and offer opinion on these views to the 'Practice'.
- 2.4 Encourage development and quality of health promotion and health care services offered both by the Practice and external health related facilities and services through Group meetings and Newsletters.
- 2.5 Encourage participation and co-operation with other Patient Participation Groups (PPGs) and the Leicester Clinical Commissioning Group (CCG).
- 2.6 The Group shall be non-party in politics and non-sectarian in religion and shall be formed using the best known principles of equality and diversity.
- 2.7 The Group shall have the power to affiliate to the National Association of Patient Participation (NAPP).
- 2.8 The Group shall form an Executive Committee, referred herein as the 'Committee'; to carry out the day to day running of the Group, refer to Section 7.
- 2.9 The Group shall NOT be a forum for individual complaints or issues; the Practice has procedures in place for supporting patients with such concerns.

3. MEMBERSHIP

- 3.1 Membership of the Group shall be open and free to all patients of the Practice.
- 3.2 Any patient may nominate themselves for election to the Committee at the Annual General Meeting (AGM).
- 3.3 Membership does not confer any prior claims on the Practice or any right to preferential treatment.
- 3.4 Removal of any patient from the Practice Patient list for what ever reason will disqualify continuing membership of the Group.

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3.5 The Group and the Practice may approach individual patients for potential membership.

3.6 All Group Members to sign a confidentiality Agreement with the Practice.

Notes:

- i) The Practice will be represented by one or more of the Partners and or member of the Management Team.
- ii) Practice members are not eligible to vote but are welcomed to attend all meetings and be involved in discussions.

4. INTERACTION BETWEEN THE ‘GROUP’ AND THE ‘PRACTICE’

4.1 For the Group to function effectively, it is important that there is two way flow of information and trust between the Group and the Practice.

4.2 Prior to each PPG Group meeting, the Offices or their nominees of the Group committee will liaise with one or more members of the Practice, which could be a partner and or member of the management team by means of a meeting at the practice, telephone discussion or E-mail as deemed appropriate. The purpose to give the Practice the opportunity to pass onto the Group health care promotions, new clinics, survey suggestions, improvements to the Practice facilities etc. and for the Group to pass patient views and suggestions to the Practice.

4.3 After the meetings, feedback to the Practice will be normally by the minutes, but this could be supplemented by a brief meeting, telephone call or E-mail.

5. ANNUAL GENERAL MEETING

5.1 An Annual General Meeting (AGM) will be held annually during the month of October; notification of which will be advertised on the Practice Patient Notice Board and newsletter not less than 14 days prior to the meeting and will give details of date, time and venue.

5.2 The AGM will be open to any patient of the Practice.

5.3 The purpose of the AGM will be to:

- a) Elect the new Executive Committee for the next twelve months – refer to section 7.
- b) Hear a report from the Chair and or Secretary of the past twelve month’s activity of the PPG.
- c) If applicable, vote on any amendments to the Group Constitution and any other matter appertaining to the PPG requiring approval.
- d) All patients of the Group will be eligible to vote but not Practice members.

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6. EXTRAORDINARY GENERAL MEETING

- 6.1 An Emergency General Meeting (EGM) shall be held if not less than one third of voting members of the current committee request it in writing, stating reasons to either the Chair or Secretary.
- 6.2 The date of an EGM shall be advertised on the Practice Patient Notice Board and newsletter not less than 14 days prior to the meeting and must be held within 21 days of receipt of a written request.
- 6.3 The meeting shall be for the purpose of making amendments to the Group Constitution and to consider any other matter referred to the Group.

7. EXECUTIVE COMMITTEE

An Executive Committee, referred herein as the 'Committee' shall be set up which will comprise of up to 4 offices (Chair, Vice Chair, Secretary and if applicable, Treasurer) and also a maximum of 10 group members.

Note: all PPG meetings are open to non committee members providing they are patients of the practice.

7.1 Purpose and Structure

- a) The purpose of the Committee is to look after the day to day running of the Group, organise PPG Group meetings, take minutes of those meetings and liaise with other members of the Group.
- b) Shall have the power to co-opt members from time to time providing the total number of co-opted members does not exceed half of the total elected members. Co-opted members who are patients of the Practice shall have an equal voting rights on committee matters as elected members. Other co-opted members shall not be eligible to vote.
- c) Shall be empowered to manage affairs of the Group and take any action on its behalf to further the aims of the Group and shall aim to meet at least four times during a each year; one of which will include the AGM.
- d) Will have the power to elect delegates to attend other PPGs, PPG Forums, Leicester CCG and similar bodies and to also elect sub-committees as required.
- e) All members of the committee shall retire annually at the AGM but shall be eligible for re-election or co-option again. Membership of the committee shall be terminated immediately in the case any member ceases to be a patient of the Practice.

7.2 Voting

During a Group meeting, should an item require a vote, voting will be by a simple majority of those eligible to vote. In the event of a tie, the Chair shall have the casting vote.

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7.3. Quorum

A minimum of 4 members shall form a quorum which must include at least the chair or Vice Chair.

7.4. Minutes

Minutes shall be taken of the proceedings at all meetings and made available to the patients via the Practice Web, copy to be placed on the Patient's Notice Board in the Practice Waiting Room and mailed out to those in attendance.

7.5. Finance

- a) Should there be a need to raise finances or to approve spending for items such as expenses, attending other PPG / CCG Meetings or similar such meetings, these will need to be discussed and approved by the committee. A Treasurer will need to have been appointed – usually at the AGM. A set of audited accounts will be published before the AGM.
- b) The committee will agree and approve an independent auditor.
- c) The Treasurer will manage any bank or building society account set up.
- d) Any cheques paid out on behalf of the Group will require the signatories of any two: Chair, Secretary, Treasurer.

8. DISSOLUTION

Should dissolution of the Group be necessary, then any remaining funds after payment of any outstanding debts be paid to the Practice or a health related charity.

Issued 13th January 2016 following adoption by the 'Group' at the 11th January 2016 Groby Road Medical Centre PPG Meeting.