

Southmead Surgery – Farnham Common

Patient Participation Group (PPG)

Constitution

1) Name:

The name of the Group shall be The Southmead Surgery (Farnham Common) PPG

2) Association:

Affiliation to the National Association for Patient Participation (NAPP) and the County Association (for Buckinghamshire), and to other organisations with similar objectives.

3) Objectives of the Group:

The Group will be kept informed by a Practice Clinician of the CCG's relevant policies relating to the Practice's delivery of healthcare services to the patients. It may express opinions on these policies on behalf of patients and offer opinion to Practice representatives.

The Group will consult with and support the Practice on its service development and provision, and assist it in the assessment of the community's needs regarding its health and well-being.

The Group will contribute to, and be kept informed of, Practice decisions affecting the health and well-being of the patients.

The Group will advise and support the Practice, by promoting the local services and resources that are available, to encourage activities that support preventative medicine and healthy lifestyle choices.

The Group will be responsible for the content of a PPG webpage on the Practice website and ensure that it is kept up to date.

The Group will ensure that information/advice for patients is easily accessible and clearly presented, and is made available on the PPG webpage and by other appropriate means as necessary.

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

The Group shall be apolitical and non-sectarian in religion, and shall be formed using the best principles of equality and diversity. The Group and the Practice shall make every effort to ensure that the members of the Group are representative of the Practice patient demographic and patient interests.

4) Membership:

This shall be open to any patient registered with the Practice. Each patient member of the Group shall have voting rights. Removal of a patient from the Practice list, for whatever reason, will disqualify continuing membership of the group, voting rights and any committee post holding.

5) Management:

The Group shall elect a **Chairperson** from among the lay membership, who shall initially hold office for up to 2 years. After this time, he/she will resign and may stand once for re-election, if they wish, along with any other Group members.

The Group shall elect a **Deputy Chairperson**, from among the lay membership, who shall initially hold office for up to 2 years. After this time, he/she will resign and may stand once for re-election, if they wish, along with any members of the Group.

In the absence of the Chairperson, the Chair's powers and duties shall pass to the Deputy.

A **Secretary** and a **Treasurer** shall be appointed, as required.

The **PPG will appoint a Committee**, to consist of a Chair, Deputy Chair, Secretary plus six ordinary members.

Committee members will serve a maximum term of 2 years and may stand for re-election, together with other Group members. The Committee will be quorate with a minimum of 5 members. Any decisions taken by the Committee must be made at a quorate meeting.

Any patient may self-nominate for election to the PPG Committee at the Annual General Meeting. The Practice and the Group may approach individual patients for potential Committee Membership.

The PPG Committee shall meet at least four times a year and the PPG Secretary shall circulate an agenda in advance of each meeting. This will enable all PPG Committee members to raise any issues and pass on their comments and ideas to the Secretary for consideration at the meeting when they are unable to attend in person.

The PPG Chair may call an emergency PPG meeting, giving at least 3 days' notice to PPG members. The PPG Chair may appoint working groups and co-opt additional help when necessary.

Results of any survey carried out by the PPG will be reviewed by the PPG Committee prior to publication.

The PPG members will respect the confidentiality of information provided by members and/or staff.

6) Meetings:

Meetings of the full membership shall be held as required with doctors, staff and patients present. Meetings comprising patients only may be held if deemed necessary.

7) Annual General Meeting:

An AGM will be held each calendar year for the following purpose:

To receive from the Committee, a report on PPG activities.

To elect its Officers and Committee Members.

8) Special General Meeting:

A Special General Meeting shall be held if not less than one third of the voting members of the current PPG request it in writing, stating the reasons, to the Chairperson or Secretary. The date of the meeting shall be advertised by display in the Practice and on the website for at least 14 days in advance and must be held within 21 days of receipt of a written request. The meeting shall be to alter the constitution in accordance with clause (12) or to consider any matter referred to it by the PPG or for any other purpose.

9) Voting:

Subject to clause (12) all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote. In case of equality of votes the person chairing the meeting shall have a second or casting vote.

10) Quorum:

A quorum for decisions at a meeting of the full PPG shall consist of eight voting members plus one of the officers.

11) Minutes:

Minutes shall be kept and circulated and the Secretary shall enter a record of all proceedings and resolutions, together with a list of attendees and apologies.

12) Finance:

If the Group raises funds, all such funds shall be handed to the Treasurer who shall pay the same into an account in the name of the PPG at such bank or building society as the Committee shall decide. Any two members of the committee must be required to sign all cheques. Out of pocket expenses spent on behalf of the group shall be claimed at a committee meeting.

13) Dissolution:

If the PPG decides at any time that on any grounds it is necessary to dissolve the Group, it shall call a Special General Meeting. If such a decision is confirmed by the simple majority of those present and voting at the meeting the PPG shall have the power to dispose of any assets held by the Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the patients of the Practice as the PPG may decide and as may be approved by the Charity Commissioners for England and Wales.

14) Alterations to the Constitution:

Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 14 days before the date of the meeting at which it is first to be considered and shall be advertised as detailed in section 8 together with the date of the meeting. An alteration will require the approval of a two thirds majority of PPG members or a simple majority of those voting at the Annual General Meeting. Notice of such meeting must be given in accordance with normal procedures.

No alteration to clause 2 shall be made without the consent of the Charity Commissioners for England and Wales.

This constitution was adopted as the Constitution of The Southmead Surgery (Farnham Common) PPG at a meeting of the PPG at The Southmead Surgery on

Date:

Signed:

Chairperson

Deputy Chairperson

Secretary