

AINSDALE MEDICAL CENTRE
PATIENT PARTICIPATION GROUP CONSTITUTION

The name of the group shall be **Ainsdale Medical Centre - Patient Participation Group**

Objectives:-

The objectives of the Group shall be to represent the patients of the Practice, to gather and collate opinion from patients via a range of sources, and to comment and offer opinion on these views to representatives of the practice, to encourage development and quality of health promotion and health care services; to achieve this aim by liaising with the doctors and staff, other community health workers, Healthwatch and other Authorities and people or organisations concerned with health care.

The Group shall be non-party in politics and non-sectarian in religion, and shall be formed using the best principles of equality and diversity. The Group and the practice will make every effort to ensure that the constituent elements of the Group are representative of the practice patient demographic, with a range of patient interests represented.

The Group shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar objectives.

Whilst these are the initial aims and objectives of the PPG they are open to change and discussion by the PPG and the practice to ensure continual development and improvement.

The PPG is not for the airing of individual member's specific problems. These must be addressed with the Practice Manger.

Management of the Group:-

- The PPG will consist of no more than twenty individuals including its officers, namely: Chairman, Vice-Chairman, Secretary nominated and elected bi-annually at an Annual General Meeting.
- Patient Participation Group Forum (PPGF) shall be open and free to all patients and staff of the Ainsdale Medical Centre to discuss and offer information regarding health matters.
- Membership of the group does not confer any prior claims on the Practice or any right to preferential treatment. It will be terminated in the event of a member ceasing to be a patient of the practice or member of staff.
- The PPG may fill any vacancy occurring among its numbers until the next AGM.

- There should be at least one representative of the Practice at each meeting. One member of the practice shall be a PPG member entitled to vote. In their absence the Practice will nominate its own alternative representative, who will attend the meeting in an advisory capacity and vote in their absence.
- The PPG shall endeavour to meet not less than four times a year and four members will constitute a quorum. At two of these meetings, speakers will be invited and the meeting will be open to the practice body.
- Decisions will be taken by a simple majority vote in which the Chairman shall be entitled to vote. In the event of a tie the Chairman shall have the casting vote.

Finance :-

The PPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses on behalf of the PPG shall be claimed from the practice. Annual associate membership shall be paid to N.A.P.P. by the practice.

Annual General Meeting:-

An AGM shall be held annually. Notice of the day, time and place will be given via notice boards and practice website. Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

Election of PPG Members:-

All PPG members may offer themselves annually for re-election at the AGM. To maintain continuity of the group, the Chair person will serve for two years if re-elected to the main body. If more than one nomination is received for an Officer position then a vote must take place. In the event of a tie the Chairman has the casting vote.

Annual Report:-

The PPG shall present at each Annual General Meeting a report of the activities of the PPG during the previous year.

Notice and Application of Constitution:-

This constitution will be available on the practice website or in hard copy if requested from the practice.

Alteration to the Constitution:-

This constitution will be considered at the AGM and reviewed and amended as required by the PPG.

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 in the Practice for at least 14 days in advance and must be held within 21 days of receipt of a written request. The meeting shall be for the purpose of altering the constitution in accordance with or in consideration of any matter referred to it by the PPG or for any other purpose.

The PPG and roles:-

The PPG shall have the power to co-opt members until the next AGM from time to time to provide specific expertise but the total number of co-opted members must not exceed one half of the total of elected members. Co-opted practice patients may vote but others will not have voting rights.

All members of the PPG shall retire annually at the Annual General Meeting but shall be eligible to be elected or co-opted again. Membership of the PPG shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

Voting:-

All questions or decisions 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.

Quorum:-

One third of members shall form a quorum at meetings of the PPG. Six members shall form a quorum at Annual General Meetings.

Minutes:-

Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions.