



## **PATIENT PARTICIPATION GROUP CONSTITUTION**

- 1. The Name of the Group shall be 'The Deepings and Glington Patient Participation Group'.**
- 2. Aims of the Patient Participation Group (PPG)**
  - 2.1 To facilitate good relations between the GP practice (referred to as the 'practice' throughout this document) and patients by communicating patient experience, interests and concerns and providing feedback to the practice on current procedures and proposed new developments.
  - 2.2 To work collaboratively and positively with the practice to improve services and facilities for patients and to act as a sounding board for practice staff on issues affecting patients.
  - 2.3 To build two-way communication and co-operation between the practice and patients, other individuals and organisations in healthcare, and the wider community to the mutual benefit of all.
  - 2.4 To act as a representative group to support the practice and influence local provision of health and social care.
  - 2.5 To manage the Voluntary Car Scheme
  - 2.6 To raise funds, when necessary, for the for the purpose of running the PPG and to support the voluntary car scheme for the benefit of patients of the practice.
- 3. Membership**
  - 3.1 All registered patients of the practice are automatically members of the PPG. Removal of a patient from the patient list will mean that he/she will cease to be a member of the PPG.
  - 3.2 Membership will reflect the patient profile and be widely representative and inclusive of different genders, ethnicities, ages and abilities.
  - 3.3 The PPG will be non-political and non-sectarian, and will at all times respect diversity and exemplify its commitment to the principles contained within the Equality Act.

#### **4. Committee and the Executive**

- 4.1 The Committee shall be elected at The Annual General Meeting from those whose names have been put forward and by a vote to a maximum of 10 Members.
- 4.2 The committee will elect a Chair, Secretary and a Treasurer from within the committee and they will be known as the Executive. Other posts may be created or deleted at the Annual General Meeting on a proposal from the PPG.

##### Role of the Executive

- Chairman: To chair the meetings and manage the affairs of the group.
- Treasurer: To manage the accounts of both the Patient Participation Group and the Volunteer Car Scheme
- Secretary: To take minutes and distribute agenda, minutes and any other information required on behalf of the group, with prior approval of the chairman.

In addition the PPG committee will appoint a Voluntary Car Scheme Co-ordinator to carry out the duties in accordance with the Co-ordinators Role

- 4.3 The PPG committee shall hold regular meetings. To maintain an active PPG, any PPG member who fails to attend four consecutive PPG meetings may be deemed to have resigned unless there are exceptional circumstances as agreed by the committee. The PPG will extend an open invitation to practice staff to attend its meetings as agreed with the facilities manager.
- 4.4 The PPG shall normally not exceed ten members. Between the Annual General Meetings, the PPG may co-opt individual members if needed to ensure that the PPG is fully representative of the patient community.
- 4.5 The committee shall have the power to co-opt members from time to time provided that the total number of co-opted members does not exceed one half of the total of elected members. In the absence of members co-opted members shall have an equal vote on committee as elected members up to an overall total of 10 members. If the total number of co-opted members attending the meeting brings the total number of voting members to more than 10 then the Chair will nominate the co-opting members that are to have voting rights for that meeting.
- 4.6 The PPG committee shall meet no fewer than five times a year. In the absence of the Chair, those members who are present shall elect a Chair from among the attendees.
- 4.7 At least 4 members shall form a quorum at meetings of the committee.

#### **5. Annual General Meeting (AGM)**

- 5.1 Once in each year, in the month of November the Chair will convene an Annual General Meeting open to all registered patients at which any patient of the Practice shall be entitled to attend by giving notice to the Chair that they wish to do so. The date of this meeting shall be advertised in the Practice not less than 14 days prior to the meeting

- 5.2 The AGM shall be for the purpose of:
- i. receiving the Chair's annual report.
  - ii. receiving the annual reports from the committee and the audited statement of accounts.
  - iii. appointing an auditor of accounts.
  - iv. appointing committee members and the executive. Members of the committee and executive shall retire annually but shall be eligible for re-election. Any registered patient of the practice may nominate themselves for election to the committee. Any member of the committee may nominate themselves to the executive. A vote will be taken where nominees exceed vacancies.
  - v. receiving proposals to amend this constitution. Any proposal to alter this constitution must be delivered in writing to the Chairman not less than 14 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting. An alteration will require the approval of a two thirds majority of Committee members or a simple majority of those voting at the Annual General Meeting.
  - vi. At least seven members shall form a quorum at Annual General Meetings

## **6. Voting at the Annual General Meeting**

All those wishing to stand for election to the committee or to the executive should inform the Secretary one month before the date of the AGM. If the numbers of those wishing to stand for election exceed the stated 10 members (paragraph 4.4) then a vote will take place and voting papers distributed. Each member attending will have a maximum of two votes. Votes will be counted by the Secretary and one other member and a second round will be carried out if necessary to attain the maximum ten members. The same process will be carried out to elect the members of the executive.

## **7. Special General Meeting**

A Special General Meeting shall be held if not less than one third of the voting members of the current Committee request it in writing, stating the reasons, to the Chairperson. 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 clause 9 or of considering any matter referred to it by the Committee or for any other purpose.

- 7.1 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 the case of equality of votes the person chairing the meeting shall have a second or casting vote.

## **8. FINANCE**

- 8.1 All monies raised by or on behalf of the Group shall be applied to further the objects of the Group and the Voluntary Car Scheme and for no other purpose. The Treasurer shall keep proper accounts of the finances of the Group. The accounts shall be audited once a year by an auditor who shall be appointed by the Annual

General Meeting. An audited statement of account for the last financial year up to **September** shall be submitted by the Committee to the Annual General Meeting.

**9. DISSOLUTION:**

- 9.1 If the Committee 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 Committee 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 Committee may decide..

This constitution was adopted as the Constitution of **The Deepings and Glington Districts Patient Participation Group** at the Annual General Meeting held at The Deepings Practice, Godsey Lane, Market Deeping, Peterborough, PE6 8DD on .....

Signed: (Member)

Chairperson: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Committee Member: \_\_\_\_\_