

## **Northdown Patient Participation Group Constitution**

### **1 Name**

The name of the group shall be Northdown Surgery Patient Participation Group

### **2 Aims, Objectives, Terms of Reference**

The aims and objectives of the Northdown Surgery Patient Participation Group (PPG) shall be to act as a critical but constructive friend to the Practice by:

- a) Creating and improving two-way communication between patients, the Practice and the community it serves.
- b) Fostering a sense of partnership between the Practice and patients.
- c) Providing an avenue for patients' input to the way facilities and services are planned and executed, and influencing those services.
- d) Providing constructive two-way feedback on patient and community needs, concerns and interests.
- e) Supporting the Practice in good health promotions, preventative medicine and health literacy.
- f) Collecting patient opinions and experiences to help the Practice to evaluate its services.
- g) Communicating to the Practice community and/or the wider community information about the Practice.
- h) Liaising with the Care Commissioning Group (CCG) of practices to share and develop best practice and/or resources.
- i) Raising issues for consideration which are evidence based and which demonstrate that they are a matter of wider concern.

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 Manager at the surgery.**

27<sup>th</sup> June 2017

Agreed and accepted by PPG Members at the AGM on 12 July 2017

### **3 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

### **4 Membership**

- a) Membership is open to any patient of the Practice over the age of 16.
- b) The PPG Working Group comprises an elected Chair, Vice Chair and Secretary. They may co-opt other members as appropriate.
- c) Any patient may nominate themselves for election to the PPG Working Group at the Annual General Meeting.
- d) Patients may be approached by the Practice or the PPG to encourage them to join. The aim is to encourage representation from every section of the community, including special interest groups.
- e) Removal of a patient from the Practice list, for whatever reason, will disqualify continuing membership of the group.

**Membership of the PPG or the Working Group does not confer any prior claims on the Practice or any right to preferential treatment.**

### **5 Meetings**

- a) The Group will endeavour to meet no fewer than four times a year and will hold an Annual General Meeting each year in July.
- b) Notices of meetings, reports on meetings and information about the PPG's activities will be displayed in surgery waiting rooms and on the Practice web page and members will be notified by email alerts and through the post where necessary.
- c) In addition to normal business the AGM shall be for the purpose of:
  - receiving the annual report from the PPG
  - reviewing the Constitution as necessary (Members may submit suggestions for change no less than 14 days before the AGM)
  - electing a Chairman, Vice-Chairman and Secretary. All PPG members may offer themselves annually for re-election at the AGM. 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. All posts must be subject to election at least every 2 years.

### **6 Voting**

27<sup>th</sup> June 2017

Agreed and accepted by PPG Members at the AGM on 12 July 2017

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. 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.

**7 Quorum**

10 PPG members shall form a quorum at Annual General Meetings.

**8 Minutes**

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

27<sup>th</sup> June 2017

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