

Constitution

1. **Name** - The group shall be called the 'Appletree Patient Participation Group' [APPG], and shall be affiliated to the National Association for Patient Participation.
2. **Aims** - The aims of the group shall be to promote co-operation between the Practice and Patients to the benefit of both.
3. **Membership** - shall be open and free to all registered Patients and staff of the Practice.
4. **Activities of the Group**
 - 4.1 The Group will be kept informed of the Practice policies relating to the CCG to which it belongs. It may express opinions on these policies on behalf of the patients.
 - 4.2 The Group will consult with the Practice on service development and provision and assist in the assessment of community medical needs.
 - 4.3 The Group will contribute to and be kept informed of Practice decisions.
 - 4.4 The Group will encourage and support activities within the practice to promote preventative medicine and healthy lifestyle choices.
 - 4.5 The Group may produce Newsletters informing Patients of the work of the Practice and activities of the Group. The Newsletter will be distributed by email and through the post where necessary and will be made available in the surgery and on the Practice web site web page.
 - 4.6 The Group will seek to ensure that Patient information and advice are readily available and clearly presented.
 - 4.7 The Group will seek to influence local provision of health and social care.

5. Meetings of the Group

- 5.1 The Group will endeavour to meet no fewer than four times a year and will in addition normally hold an Annual General Meeting each year.
- 5.2 Notices of meetings, reports on meeting and information about the PPG's activities will be displayed on the PPG notice boards, in surgery waiting rooms and on the Practice's web page. Members will be notified by email wherever possible (and through the post where necessary).

6. Organisation of the Group

- 6.1 The Group's activities will be organised by the volunteers attending and may invite / co-opt members where particular skills might be needed.
- 6.2 The Group will be composed of a Chair, Deputy Chair(s), Secretary, a Doctor, the Practice Manager (Practice Staff as necessary) and registered patients of the Practice.
- 6.3 The quorum for meetings of the Group shall be five (5) members of whom one (1) must be an officer.
- 6.4 Administrative assistance will be provided by staff of the Practice.