

# WOLLATON PARK MEDICAL CENTRE

## PATIENT PARTICIPATION GROUP CONSTITUTION

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### 1. NAME

The name of the group will be the WPMC Patient Participation Group (hereafter referred to as the Group).

### 2. Mission Statement

The Group aims to facilitate and develop communications between the GPs and staff at the Wollaton Park Medical Centre and the Practice Population to build better communication and understanding of needs.

### 3. Objectives

The objectives of the Group will be to promote the benefit of the patients of the Practice without distinction of gender, race, disability, or political, religious or other opinions or other characteristics of individuals by encouraging development and quality of health promotion and health care services: to achieve this aim by liaising with the doctors and staff and other persons or organisations concerned with health care as appropriate.

The Group will NOT be involved in the clinical systems or clinical policies within the practice and will NOT represent any patient with a complaint or concern about the practice.

The Group will be non-party in politics and non-sectarian in religion. The Group shall have to affiliate to the National Association of Patient Participations Groups and to other organisations with similar charitable objects. The Group shall at all times respect diversity and will be committed to the principles contained within the Equality Act.

### 4. Membership

The membership will consist of a minimum of 6 members on the committee including those members joining on the virtual group. Any patient at the Wollaton Park Medical Centre may nominate themselves by completion of the application for membership to the committee or virtual group. A quorum of at least 4 members is needed at each meeting.

Membership is open to all patients over 16.

### 5. Voting

Subject to clause 11, all questions arising at any meeting shall be decided by a majority of those present and entitled to vote. Every individual member present shall have one vote in any ballots conducted. Voting will be by show of hands, unless one-third of the Individual Members present request a secret ballot, or the committee group decides that a secret ballot is appropriate. Voting by proxy is not permissible. The issue shall be decided by a majority of the total votes cast at the meeting and if there is a majority in favour of the motion and/or one or more amendments, that will receive the highest number of votes in favour will be carried.

In the case of equality of votes the person chairing the meeting shall have a casting vote.

It is envisaged that any discussion will be agreed by all members without the requirements for a formal vote, however, in the event of a discussion requiring a decision by a majority, the Chair of the meeting will call upon the group to cast a vote and the result will be recorded in the minutes and binding.

#### 6. Minutes

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

#### 7. Dissolution

If the committee decides at any time that on any grounds, it is necessary to dissolve the Committee it shall call a special General Meeting. If such a decision is confirmed by a two thirds majority of those present and voting at the meeting the Group shall have the power to dispose of any assets held by the Committee. Any assets remaining after satisfaction of any proper debts and liabilities shall be donated to the Wollaton Park Medical Centre for the benefit of the patients.

#### 8. Alterations to the Constitution

Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 42 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 the committee members or a two third majority of committee and virtual group. Notice of such a meeting must be given in accordance with normal procedures.

#### 9. Confidentiality

Any information which is disclosed to the group regarding partners of the practice must be kept confidential to the group. Members emails are stored securely and we follow GDPR regulations.

This constitution was adopted as the Constitution of the Wollaton Park Medical Centre by the founding committee.

Signed:

Chair

Dated:

Chr  
Secretary

13/11/2024