



Acle Medical Partnership

Patient Participation Group Constitution



ACLE PATIENT PARTICIPATION GROUP

1. Name

The Name shall be **Acle Medical Practice Patient Participation Group** -hereinafter called '**The PPG**'

2. Objectives

To foster the highest possible standard of primary medical care through the medium of patient participation.

To enhance communications between the patients and all partners and staff of the Acle Medical Practice. (hereinafter called '**The Practice**')

The PPG should act as a communication channel between **The Practice** and the community in order to help patients use facilities to the best advantage and **The Practice** to implement policies influenced by representative patient views.

The PPG should have a role in assisting in assessment of community 'needs' to assist **The Practice** improve its service by collating patient views through patient surveys.

Provide links for patients with specific needs to form support groups or to join existing local support groups.

To promote health education and awareness on topics of interest and value to the patients where **The Practice** consider it appropriate.

To promote, after discussion with **The Practice**, any other matter which is deemed to be in the interest of the patients and **The Practice**.

The PPG shall not undertake any activity without the consent of **The Practice**, which shall not be unreasonably withheld.

The PPG is empowered to pursue aims in furtherance of these **Objectives**.

The PPG shall be non-party, non-sectarian in religion and non-discriminatory in age, gender and ethnicity.

The PPG shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar charitable objectives and may apply for charitable status to the Charity Commission for England and Wales.

3. Membership

Everyone registered with and all doctors and staff of the Practice shall automatically be members of the Group but shall cease to be members on leaving the Practice.

4. The PPG and Officers

- a) The committee shall consist of not more than 15 Members including the officers (*Chairman, Vice-Chairman and Secretary*). Officers will serve a maximum of 3 years in the first instance. The officers and other members shall be nominated and elected or re-elected annually at the Annual General Meeting.
- b) The Committee shall meet at least 6 times annually, with a minimum of 3 meetings outside of traditional work hours and is empowered by this Constitution to manage the affairs of the Group and to take such actions as may be appropriate to further the Objectives of the Group.
- c) All Committee members shall each have one vote at Committee Meetings and the Chairman of the meeting shall have a second casting vote. Decisions shall be by a simple majority except with respect to a proposed alteration of this Constitution or Dissolution of the Group when the decision must be by two thirds of all elected Committee members.
- d) The Committee may from time to time delegate such powers or actions to the Officers or to other Committee members as it deems fit.
- e) The quorum for meetings of the Committee shall be 5 of all elected members, of whom 2 must be officers.
- f) Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient, partner or employee of the Practice.
- g) Any members may be invited to any meeting of the Committee and where deemed appropriate may be co-opted onto the Committee.
- h) Non-members may be co-opted on to the Committee for their particular expertise.
- i) No co-opted member shall have the right to vote at Committee meetings
- j) All co-opted members shall automatically cease to be co-opted members at the next succeeding Annual General Meeting but may be re-appointed by the Committee immediately thereafter.

5. Annual General Meeting

Once in each year, an annual General Meeting shall be held within 3 months of the Financial Year End, which every member of the group shall be entitled to attend. The date of this meeting shall be advertised in the Practice not less than 14 days prior to the meeting and personally notified to as many members as possible. The meeting shall be for the purpose of receiving an Annual Report from the PPG and appointment of Officers and members.

6. Special General Meeting

A Special General Meeting shall be held if not less than 2/3 of the elected members of the Committee or not less than 100 members request^s it in writing, stating the reasons to the Chairman or Secretary. The date of the meeting shall be advertised in the Practice for at least 14 days in advance and personally notified to as many members as possible. The meeting must be held within 28 days of receipt of the written request.

The meeting shall be for the purpose of altering the Constitution in accordance with Clause 11 or of dissolving the Group in accordance with Clause 12 or for considering any matter of substance referred to the meeting by the Committee or by members of the Committee.

7. Voting at General Meetings

Except as provided in Clauses 10 and 11, all resolutions proposed at an Annual General Meeting or a Special General Meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than 1 vote. In case of an equality of votes the person chairing the meeting shall have a second or casting vote.

8. Quorum at General Meetings

Six Members shall form a quorum at the Annual General Meeting and Special General Meetings.

9. Minutes

Minutes shall be kept of all General and Committee Meetings, which shall provide a record of all proceedings and resolutions.

