

## CONSTITUTION AND CODE OF CONDUCT OF THE LEDBURY HEALTH PARTNERSHIP PATIENT PARTICIPATION GROUP (LHP PPG)

This constitution was reviewed at a meeting of LHP PPG on 7<sup>th</sup>. June 2023 and the resulting amendments are shown in **bold type**.

### 1. Name

The name of the Group shall be Ledbury Health Partnership Patient Participation Group (the Group)

### 2. Aims

2.1 To facilitate good relations between the LHP Practice (the Practice) 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 inform patients of national and local Primary healthcare developments; 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.

### 3. Group Membership

3.1 The Group shall ~~number~~ **number not more than twenty patients ideally drawn** from the whole population of patients registered at the Practice such that the age decades of the population are proportionally represented in the Group.

3.2 The PPG will be non-political and non-sectarian and will at all times respect diversity. Membership shall be available to any registered patient without regard to gender, race, nationality, disability, sexual preference, religion or belief.

3.3 Voting at meetings will be by show of hands. In the event of a tied vote the Chairperson will have the casting vote. Every member shall have one vote at General Meetings.

3.4 Members of the Group by joining agree to the terms of the Code of Conduct which they will be required to sign.

3.5 Membership of an individual may, for good and proper reason, be terminated by the votes of two thirds of members at a meeting of the Group, specially convened for that purpose, at which the individual concerned has a right to be heard.

3.6 Membership of an individual will be terminated if they cease to be a patient at the practice.

#### 4. The Committee.

4.1 The Group will be administered by a Committee of the Officers and not more than three other members, all of whom shall be elected at the Group's Annual General Meeting (AGM) to serve for terms of not more than three years. No member may serve on the Committee for more than three consecutive terms.

4.2 The Officers of the Committee will include the Chairperson, Vice Chairperson, Secretary, Information Officer **and Treasurer.**

##### Meetings

4.3 The Group will meet no fewer than four times a year, whilst the Committee will meet as directed by the Chairperson.

4.4 **The Chairperson, or in his absence the Vice Chairperson or other Committee member elected for the purpose will chair meetings of the Group.**

4.5 The quorum for Group meetings will be eleven members and for Committee meetings five members.

4.6 Voting at meetings will be by show of hands. In the event of a tied vote the Chairperson will have the casting vote. Every member shall have one vote.

4.7 The Committee may, for any good and proper reason and by a two-thirds majority, vote to remove a Committee member at a meeting convened for the purpose at which the member concerned has a right to be heard.

4.8 In the event of a vacancy occurring, the Committee may co-opt another member of the Group to fill the vacancy, until the next AGM when a replacement will be elected.

#### 5. Confidentiality

5.1 Members of the Group are to maintain patient confidentiality and are required to sign the Practice Confidentiality declaration when joining the Group.

## 6. Duties of the Officers

6.1 The duties of the Chairperson are to:

6.1.1 Chair meetings of the Committee and the Group

6.1.2 Represent the Group outside the Practice as required.

6.1.3 Act as spokesperson for the Group when necessary

6.2 The duties of the Secretary are to:

6.2.1 Take and keep minutes of meetings

6.2.2 Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson

6.2.3 Maintain the membership list

6.2.4 Deal with correspondence

6.3 The duties of the Information Officer are to:

6.3.1 Establish information links with Healthwatch Herefordshire, Taurus Healthcare, Herefordshire East Primary Care Network and Herefordshire & Worcestershire Integrated Care Board.

6.3.2 Prepare information material for public display and for circulation to the Patient population as directed by the Committee.

6.4 The duties of the Treasurer are to:

6.4.1 Estimate the financial needs of the Group

6.4.2 Engage with the Practice to seek the funding required for effective operation.

6.4.3 It is not intended that the Group shall operate a bank account or hold cash.

## 7. Annual Meeting

7.1 The Group shall hold an Annual General Meeting (AGM) in the month of September **which patients registered with LHP will be entitled to attend and to vote.**

7.2 At least twenty-one days' notice of the AGM shall be publicised to the Patient population and throughout the area covered by the Practice.

7.3 The business of the AGM will include:

- 7.3.1 Receiving a report from the Chairperson on the Group’s activities over the past year.
- 7.3.2 Receiving a report from the Information Officer on local and regional developments in Health Care over the past year.
- 7.3.3 Electing members to the Committee as required.
- 7.3.4 Co-opting members to the Group as required.
- 7.3.5 Consider other business notified to the Committee not less than seven days prior to the AGM.

**8. Special General Meetings**

- 8.1 A Special General Meeting may be called by the Committee or by any seven members of the Group to discuss an urgent matter. The Secretary will give all members seven days notice of Special General Meetings together with notice of the business to be discussed.
- 8.2 All members will be entitled to attend and vote.

**9. Code of Conduct**

- 9.1 Proceedings of the Group and the Committee shall be bound by the terms of the LHP PPG Code of Conduct.

**10. Alterations to this Constitution**

- 10.1 No changes to this Constitution may be made except that they be agreed by at least two-thirds of those members present and voting at a Special General Meeting called for the purpose.

**11. Dissolution**

- 11.1 The Group may be wound up at any time if agreed by two-thirds of the Membership present and voting at a General Meeting

Approved by

Chairperson: R. S. Hunter.

Vice Chair: .....

Secretary: [Signature]

Information Officer: [Signature]

Member: [Signature]

Member: [Signature]

Member .....

Date .....