

Chet Valley Medical Practice

Patient Participation Group Constitution

Aim

To assist the Practice in continuing to improve provision of healthcare and to facilitate and enhance communication between patients their carers and the Practice using a variety of methods.

Objectives

1. Contribute to continuous improvement of services.
2. Improve two-way communication between Practice and patients
3. Provide practical support and help to implement change
4. Build positive relationships between the Practice, its patients and the wider community

Membership

1. The PPG membership will be open to all registered patients of the Practice. New patients should be made aware of the PPG when they register.
2. The group will meet at least quarterly or more if/when required. This can be either face to face or virtually.
3. The PPG committee will not exceed 20 members. If they cease to be registered with the Practice then they cease to be members.
4. There should be a minimum of one representative from the Practice at each meeting.
5. The PPG may establish a sub-group or working parties to deal with specific issues.
6. The membership must remain objective and work in a collaborative manner.
7. The membership must adhere to the Practice's code of confidentiality.
8. A minimum of four members will be required to make a meeting quorate.

Officers

Chair

Vice Chair

Secretary

Treasurer

Where a vote is held the Chair of the meeting holds a casting vote.

AGM

Officers will be elected at the AGM to serve for the following year subject to a maximum of three consecutive years.

Notice of date, time and place will be given 2 weeks before hand. Items for the agenda should be sent to the Secretary for consideration.

Alterations to the constitution should be considered at the AGM. Notification of any proposed changes given at least 2 weeks prior to the AGM and will be decided on by a majority vote.

JANUARY 2024