

Prices Mill Surgery

Patient Participation Group

Constitution

- Name:** The name of the group shall be Prices Mill Surgery Patient Participation Group (The Group)
- Association** The Group is affiliated to the National Association for Patient Participation (N.A.P.P.), and is a sub-group of the Nailsworth Health Partnership (NHP).
- Objects** The object for which The Group is established is to promote health by fostering the highest possible standard of primary care through the medium of patient participation.
- Aims**
- 1 Communication**

Members of The Group 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 Group may from time to time conduct surveys in conjunction with the Practice.
 - 2 Community Needs**

The Group should have a role in assisting in assessment of community 'needs' to help the Practice improve its service.
 - 3 Health Education**

The Group should advise the Practice of health education needs in the community in order for the Practice to provide appropriate and useful community health education meetings.
 - 4 Primary Care Organisation (PCO)**

The Group will be informed of the general practice policies relating to the PCO to which the Practice belongs. The Group will express opinions on these policies on behalf of the patients. The Practice will give appropriate consideration to these opinions within their PCO. At the point of launch, the PCO responsible for the practice is NHS Gloucestershire.
 - 5 Fund Raising**

The Group has the option to act as a focus for fund raising activities.
- Membership** Membership shall be open and free to all patients and staff of the Practice. Membership shall be retained on the basis of the member attending at least one meeting per annum.

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- Committee & Members** The Committee shall consist of four Officers - a Chairman, Vice-Chairman, Secretary and Treasurer (if appointed) plus up to 10 other Group members nominated and elected annually. The Practice will be represented by a Partner, and depending upon availability, a senior administrator and other staff member as nominated by the Practice. Practice members are not eligible to vote. The Committee shall endeavour to meet not less than four times in any period between two AGM's, at such times and place as the Secretary shall specify as agreed by the Chairman. The Committee shall be empowered to manage the affairs of the Group and to take any action on its behalf to further the aims of the Group. At the meetings of the Committee, four members plus one officer shall constitute a quorum. The Committee may fill any casual vacancy occurring among its number until the AGM of the Group. The Committee may co-opt up to two people for specific purposes of the Committee or any sub-group. Co-opted members are not eligible to vote.
- Finance** In the event that the Group raises funds, all such funds collected by the Group shall be handed to the Treasurer who shall pay the same into an account in the name of the Group at such bank or building society as Committee may from time to time decide. Any two Officers of the Committee must sign all cheques. Out of pocket expenses on behalf of the Group shall be claimed at any Committee meeting. Annual associate membership shall be paid to N.A.P.P.
- AGM** An Annual General Meeting (AGM) shall be held annually. Notice of the day, time and place will be given via the notice boards, and Group Newsletter. Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.
- The Committee shall present at each Annual General Meeting a report of the activities of the Group and its own proceedings during the previous year, with a statement of accounts, if any, up to the end of the financial year on 30th September preceding the date of the AGM.
- Elections** All Officers and Committee may offer themselves annually for re-election at the AGM. If more than one nomination is received for an Officer position then a vote must take place. In the event of a tie the Chairman has the casting vote. No Officer may stand for more than three years in succession.
- Dissolution** If upon winding up or dissolution of the Group there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to the parent charity or other similar charity.
- Constitution** This Constitution may be rescinded or amended or waived by a resolution passed at an AGM or a Special Meeting of which proper notice (14 days) shall have been given to all members, by a two-thirds majority of the members present and voting. Provided that no alteration shall be made which would cause the Group to cease to be affiliated to N.A.P.P. Reg. Charity No 292157.
- Date** September 13th 2011