

# **The Stag Medical Centre and Rose Court Surgery Patient Participation Group**

## **Constitution**

### **NAME:**

The Stag Medical Centre and Rose Court Surgery Patient Participation Group

### **ASSOCIATION:**

The Group is affiliated to the National Association for Patient Participation (N.A.P.P.).

### **OBJECTS:**

The object for which the Group is established is to give a patient perspective on the services that are provided at the Practice 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 processes 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 services.

The Group may suggest to the Practice health education needs for patients in the community in order for the Practice to provide appropriate and useful community health education provision.

#### **3. CLINICAL COMMISSIONING GROUPS (CCGs)**

The Group will be informed of the general practice policies relating to the CCG 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 CCG

#### **4. 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 over the age of 16 and staff of the Practice.

## **COMMITTEE & OFFICERS**

The Committee shall consist of four Officers:

Chairman, Vice Chairman, Secretary and Treasurer, nominated and elected annually, plus up to 12 other Group members. The Practice will be represented by the Practice Manager and the Finance and Administrative Manager. Other staff as nominated by the Practice or requested by the Group may attend as appropriate. Practice members are not eligible to vote.

The Committee shall endeavour to meet not less than four times in any period between two Annual General Meetings (AGMs).

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.

The Treasurer is signatory of the Committee and 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. by the Practice

## **ANNUAL GENERAL MEETING (AGM)**

An AGM shall be held annually in January. Notice of the day, time and place will be given via the notice boards, email and internet.

Any item for the agenda shall be sent to the Chair for consideration at least four weeks prior to the AGM date.

## **ELECTION & RETIREMENT OF COMMITTEE MEMBERS**

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.

## **REPORT & ACCOUNT**

The Committee shall present at each AGM a report of the activities of the Group and its own proceedings during the previous year.

A statement of accounts will be presented and verified by the group at the AGM.

### **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.

### **NOTICE & APPLICATION OF CONSTITUTION**

Any member of the Group shall upon request be supplied with a copy of this Constitution. It will be on the PPG section of the Practice website.

### **ALTERATION TO THE 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 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: Amended 11th February 2015

J A Drew