



PATIENT PARTICIPATION GROUP CONSTITUTION

1. Name:

The name of the group shall be The Tickhill and Colliery Medical Practice Patient Participation Group, hereafter known as “The Group”

2. Objectives:

The objectives of The Group shall be to promote for the benefit of the patients of The Tickhill and Colliery Medical Practice, hereafter known as “The Practice”, without distinction of race, age, gender, disability, sexual orientation, religion or belief or other characteristics of individuals by encouraging development and quality of health promotion and health care services; to achieve this aim by liaising with doctors and staff, other community health workers, Health Authorities and other persons or organisations concerned with health care.

The Group shall have the power to affiliate to the National Association of Patient Participation Groups, **N.A.P.P** and to other charitable organisations with similar objectives

3. Role of the Group – Aims:

3.1 Communication: 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 and procedures influenced by representative patient views.

3.2 Patient Charter: The Group may from time to time conduct surveys on behalf of The Practice in order to develop and monitor the Patient Charter.

3.3 Fund Raising: The Group has the option to act as a focus for fund raising activities.

3.4 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.

3.5 Community Needs: The Group should have a role in assisting in assessment of community 'needs' to help The Practice improve its service.

3.6 Primary Care Organisation: The Group will be informed of the general policies of The Practice relating to the Clinical Commissioning Group, or subsequent bodies, 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 meetings with CCG, or subsequent bodies.

4. Membership:

This shall be open to any registered patient of the Practice. A Wider and a Virtual Group shall exist and any patient may nominate themselves for election to the Committee at the Annual General Meeting. Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of The Group.

5. Frequency of meetings:

The Group will meet on a regular basis or at such intervals as agreed by The Group.

The venue if and when possible will be two meetings at Tickhill to one at Harworth repeated through the year.

6. Annual General Meeting:

Once in each year, in May an Annual General Meeting shall be held at which any patient of the Practice shall be entitled to attend.

The date of this meeting shall be advertised in The Practice and on The Practice website <http://www.thetickhillsurgery.co.uk> not less than 21 days prior to the meeting.

The meeting shall be for the purpose of receiving the annual report from the Committee and audited statement of accounts; of appointing Committee members, to vacancies; of making recommendations to the Committee and when necessary voting on proposals to amend this constitution in accordance with clause 13; of appointing an auditor for the accounts, if required.

Nominations for members of the Committee will be sent to the Secretary at least 14 days prior to the AGM.

7) Committee & Executive Officers:

The Committee shall consist of 15 members of the Group and these are elected by the membership.

For the first year it must be decided who serves 3, 2 and 1 year to achieve a 3 year rolling cycle.

Thereafter, each member of the committee will serve for 3 years

At its first meeting after the Annual General Meeting in each year the Committee shall appoint an Executive consisting of a Chairperson, Vice-Chair, Secretary, Minutes Secretary, if required, and Treasurer to which it may delegate any or all of its powers as it from time to time decides.

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.

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The Committee shall be empowered to manage the affairs of the Group and to take any action on its behalf to the aims of the Group.

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.

Any member of the Committee and Executive who has served three years shall retire annually at the Annual General Meeting, but shall be eligible to be elected or co-opted again.

Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

8. Voting:

Subject to clause 13 all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote there at. No member shall exercise more than one vote.

In case of equality of votes the person chairing the meeting shall have a second or casting vote.

9. Quorum:

One third of members on the committee at the time of a meeting shall form a quorum at meetings of the Committee. Half of the number of members on the committee shall form a quorum at Annual General Meetings.

10. Minutes:

Minutes shall be kept and the Minutes Secretary shall enter a record of all proceedings and resolutions.

These will be made available to all members of The Group; published on The Tickhill and Colliery Medical Practice website

<http://www.thetickhillsurgery.co.uk>, sent by email to the virtual group and displayed within the practice for the benefit of the registered patients

11. Code of conduct:

No member shall disregard the rule of the chair and all members should agree in principle to the meetings ground rules as Appendix 1

12. Finance:

All sums 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 the committee may from time to time decide; or pay them to a pre-determined charity. All cheques must be signed by two members of the Committee from five nominated account signatories The Treasurer shall keep up to date accounts of the finances of the Group.

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A statement of these accounts for the last financial year shall be submitted by the Treasurer at the Annual General Meeting.

As the Groups develops it may be deemed necessary to have the accounts audited once a year by a qualified auditor who shall be appointed by the Annual General Meeting. The audited statement of accounts for the last financial year being submitted by the Treasurer to the Annual General Meeting.

Out of pocket expenses on behalf of the Group, after approval by the Committee, may be claimed at any committee meeting.

Annual associate membership shall be paid to N.A.P.P.

13) Dissolution:

If the Committee decides at any time that on any grounds it is necessary to dissolve the Group it shall call a Special General Meeting. If such a decision is confirmed by the simple majority of those present and voting at the meeting the Committee shall have the power to dispose of any assets held by The Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the patients of the Practice as the Committee may decide and as may be approved by the Charity Commissioners of England and Wales.

14. Special General Meeting:

14.1 A Special General Meeting shall be held if not less than one third of the voting members of the current committee request it in writing, stating the reasons, to the Chairperson or Secretary. The date of the meeting shall be advertised in the Practice and on the web site for at least 14 days in advance and must be held within 21 days of receipt of a written request. The meeting shall be for the purpose of altering the constitution in accordance with clause 13 or of considering any matter referred to it by the Committee or for any other purpose.

14.2 Notice & Application or Rules: Any member of the Group shall upon request be supplied with a copy of these rules.

15. Alterations to the Constitution:

Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 21 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting. An alteration will required the approval of a two thirds majority of Committee members or a simple majority of those voting at the Annual General Meeting. Notice of such meeting must be given in accordance with normal procedures.

No alteration to clause 2 shall be made without the consent of the Charity Commissioners for England and Wales.

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This updated version of the constitution was adopted as the Constitution of The Tickhill and Colliery Medical Practice Patient Participation Group at a Special General Meeting on April 20th 2016

Name:

Signed

Chairperson:

Secretary:

Treasurer:

Date: April 20 2016

APPENDIX 1



The Tickhill and Colliery Medical Practice Patient Participation Group

GROUND RULES

All members are equally important and all opinions will be respected.

Discrimination on any grounds will not be tolerated.

Matters discussed within the room should be assumed confidential unless otherwise stated.

Group members agree to:

- Turn off mobile phones or switch to silent.
- Remember there is no such thing as a stupid question or answer.
- Use plain English and explain jargon and abbreviations
- Avoid interrupting others and talking over people
- Avoid discussing personal health issues or individual health cases

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- Not to make assumptions and put personal preconceptions aside
- Make criticism constructive