

Constitution

of the
Greensands Patient Participation Group

1. Name

The name of the group shall be Greensands Patient Participation Group.
(The PPG)

2. Association

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

3. Object

The object of the PPG is to promote and sustain co-operation between the Practice and patients to help the Practice provide services that reflect patients' local needs.

4. Aims

The aims of the PPG are:

- To improve the **communication** between patients and the Practice and wider healthcare services/commissioners.
- To provide secondary **patient support** through volunteer schemes.
- To **support the development and the continual improvement of the Practice.**
- To **promote health matters** of the local patient body.

The PPG is not for the airing of individual member's specific problems. These must be addressed with the Practice Manager at the surgery.

5. Management of the Group

5.1. Membership

- The PPG will consist of no more than twenty individuals, including its Officers: Chairman, Vice-Chairman and Secretary, nominated and elected annually at an Annual General Meeting.
- All PPG members 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.
- The PPG shall be open and free to all patients and staff of the Greensands Medical Practice, comprising both Potton and Gamlingay surgeries.
- Membership of the PPG does not confer any prior claims on the Practice or any right to preferential treatment.

- The Committee may, by majority agreement, fill any vacancy occurring among its numbers until the AGM of the PPG.
- The Committee may, by majority agreement, co-opt additional people for specific purposes of the Committee, or any sub-group. Co-opted members are not eligible to vote.
- Membership of the PPG shall be terminated in the event of a member ceasing to be a patient of the Practice or member of staff.
- There should be at least two representatives of the Practice at each meeting; the Practice Manager and a GP. In addition, any doctor of the Practice shall be entitled to attend Group Meetings.

5.2. General meetings

- The Committee shall be empowered to manage the affairs of the PPG and take any action on its behalf to further the aims of the PPG.
- The PPG will meet bi-monthly or at other intervals to be agreed, and such meetings will be run by the Chairman. The PPG shall not meet less than four times a year.
- The Secretary will take minutes of such meetings and these will be distributed to all members of the PPG and displayed on the notice board and the Practice website.
- All members of the PPG shall have equal standing and allow equity of ideas.

5.3. Voting

- Five Committee members will constitute a quorum; one must be an Officer of the Group.
- One member of the Practice shall be a PPG member entitled to vote. In their absence the Practice will nominate its own alternative representative, who will attend the meeting in an advisory capacity and vote in their absence.
- Decisions will be taken by a simple majority vote in which the Chairman shall be entitled to vote. In the event of a tie, the Chairman shall have the casting vote.

5.4. Annual General Meeting

- An AGM shall be held annually.
- Notice of the day, time and place will be given at least four weeks in advance of the meeting via notice boards including electronic, Practice website and by Email.
- Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

6. Finance

The PPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses on behalf of the PPG shall be claimed from the Practice. Annual associate membership shall be paid to N.A.P.P. by the Practice.

7. Annual Strategy

The PPG shall present and adopt at each Annual General Meeting a framework strategy for future PPG activities.

8. Notice and Application of Constitution

This Constitution, and accompanying Terms of Reference (which provide greater detail on the purpose and role of the PPG), will be available on the Practice website or available upon request in hard copy from the Practice.

9. Review of the Constitution and Terms of Reference

This Constitution and accompanying Terms of Reference will be considered at the AGM and reviewed and amended as required by the PPG. In specific circumstances it may be rescinded, or amended, or waived by a resolution, passed at a Special Meeting, for which four weeks' notice shall have been given to all members; by a two thirds majority of members present and voting.

[12 May 2016.]