

Ashby Health Centre

Patient Participation Group

Constitution

Document Revision and Approval History

Issue	Date	Author	Approved	Comments
1	4/09/2013	Paul Murfitt		First Issue
2	3/09/2014	Paul Murfitt		Second issue, modifications to sections 4, 6, 8, 10,

1. Name

The name of the group shall be Ashby Health Centre Patient Participation Group, herein after referred to as the Group.

2. Mission Statement

The Group will enhance communication between the Practice and its patients in any positive way it can.

3. Objectives

The objectives of the Group shall be to promote the benefit to the patients of the Practice without distinction of gender, race, colour or political, religious or other opinions by encouraging development and quality of health promotion and health care services.

This aim will be achieved by liaising with the doctors and staff, other community health workers, Health Authorities and other persons or organisations concerned with health care.

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

4. Membership of the Group

This shall be open and free to all registered patients over the age of 16 and staff of the Practice, irrespective of political party, nationality, religious opinion, race, gender or colour.

Membership will be automatic on completion of an expression of interest form. The new member will be asked for permission to use this information for contact purposes including distribution of minutes of meetings and other appropriate PPG information.

Staff membership will always include the Practice Manager and Dr Addison or other nominated doctor.

The Group will try to encourage a cross section of age, ethnicity and practice catchment.

5. Aims

• Communication

The Group will act as a communication channel between the Practice team and the community in order to help patients use the facilities to the best advantage and the Practice to implement policies influenced by representative patient views, not personal views.

• Patient Charter

The Group may from time to time conduct surveys on behalf of the Practice in order to develop and monitor the Practice mission and patient services.

• Health Education

The Group will participate and help the Practice to review the health education needs in the community in order for the Practice to provide appropriate and useful community health education material.

• Community Needs

The Group will have a role in assisting an assessment of community needs to help the Practice improve its services.

6. Group Officers

The Group shall have two formal roles called Officers, a Chair and a Secretary.

7. Roles of the Officers

- Chair - to chair the meetings and manage the affairs of the Group.
- Secretary - to take minutes and distribute agenda, minutes and any other information required on behalf of the Group.

8. Election of Officers & Retirement from the Group

Officers may offer themselves annually for re-election, at the AGM. If more than one nomination is received for an officer role, a vote will take place. To be eligible for nomination as an officer the individual must be a Group member.

Group membership shall cease if the patient leaves the Practice.

9. Annual General Meeting

The AGM shall be held on the first Wednesday of March. The secretary shall give 21 days notice to all Group members. Also the date and venue of the AGM shall be prominently posted on a notice board in the Practice waiting room and advertised on the Practice website and electronic notice board.

The Officers shall report on the previous year's activities and proceedings at the AGM.

Officers shall be elected only at the AGM.

The AGM will be open to all patients and staff over the age of 16.

10. Meetings of the Group

The Group shall meet a minimum of ten times per year. Meetings will be on the first Wednesday of the month. All meetings will be in the AHC starting at 6 pm.

In the absence of one of the officers any member may, with the agreement of attending members, volunteer to deputise for the duration of the meeting.

A quorum shall simply consist of an officer (or representative) and those Group members present regardless of number.

The secretary shall call additional meetings, with the agreement of the chair and Practice Manager, should the need arise with a minimum notice of 7 days.

An agenda shall be agreed by the chair and Practice Manager and issued to the Group by the secretary no later than 7 days before the meeting.

11. Minutes

Minutes recording all proceedings and resolutions of each meeting shall be distributed to the Group members by the secretary. A master copy will be retained in the Practice database and also made available in the PPG section of the Practice website for all patients to view. A paper copy shall be supplied to any patient on request.

12. Dissolution

If the Group decides at any time that on any grounds it is necessary to dissolve, the secretary shall call a special general meeting. Dissolution will require the approval of two thirds of the Group present and voting.

13. Alterations to the Constitution

Any proposal to alter this constitution must be delivered in writing or via email to the secretary not less than 14 days before the date of the meeting at which it is first to be considered. These proposals shall then be distributed to all Group members no later than 7 days before the meeting.

An alteration will require the approval of two thirds of the Group present and voting.

14. Exclusions

The following subjects are not covered by the Group:

- Finances.
- Staff employment and disciplinary management procedures.
- Complaints from patients which should be directed to the Practice via the complaints procedure.

15. Document Control

This document will be made available to any patient who requests a copy and via the AHC website.

It shall not contain information that is privileged, confidential or otherwise protected from disclosure.

The custodian of this document is the Practice Manager on behalf of the Group who own it.