

MAYBUSH PATIENT PARTICIPATION GROUP

CONSTITUTION

NAME:

The name of the group shall be **The Maybush PPG** (Patient Participation Group) of the Maybush Medical Centre.

AIMS:

To work with the practice to:

- a) Act as a channel of communication between the practice and patients.
- b) Contribute to the improvement of services and quality of care.
- c) Provide support for the practice and to help implement change.
- d) Assist patients to take more responsibility for their own health.

MEMBERSHIP:

- a) Membership shall be open and free to all practice staff and registered patients over the age of 16.
- b) The PPG will have a maximum of 20 patient members at any one time, excluding any virtual members. Members can seek re-election at an AGM.
- c) The PPG can co-opt members with special expertise from time to time as required. They may participate in debates and discussions but such members are not eligible to vote. Co-opted members can serve on the PPG or on any sub-group established by the PPG.
- d) The Group will elect a Chairman, Vice Chairman, and Secretary after each AGM. These officers shall hold office for one year, but are eligible for re-election by the PPG at the first meeting after the AGM.
- e) No more than one member from any one family shall be elected to an officer position.
- f) If a PPG member fails to attend on three consecutive occasions, without submitting their apologies, it may be deemed that they have de-selected themselves from the Group. All members should endeavour to attend 50% of the group meetings.
- g) The Group will be open to all irrespective of nationality, race, sex, ethnicity, sexuality, colour, disability, and political or religious beliefs.

ROLES AND RESPONSIBILITIES:

- a) CHAIRMAN – responsible for leading Group meetings, following procedures agreed by the Group. The Chairman may represent the Group at other meetings and events.
- b) VICE CHAIRMAN – deputises for the Chairman as and when required.
- c) SECRETARY – responsible for dealing with all correspondence, administrative matters, the production of agendas and minutes of meetings, providing information to members relating to time, date, etc of meetings, and for keeping appropriate records of all decisions taken by the Group.

MEETINGS:

- a) QUORUM – for a PPG meeting constitutes a minimum of 4 members including the Chairman or Vice Chairman.
- b) FREQUENCY – the Group will meet as and when required, but it is expected that this will be at least 4 times a year. The Secretary will give at least 7 days' notice to members, distributing in advance an agenda and the minutes of the last meeting.
- c) Votes at all PPG meetings will be decided by a show of hands. In the event of a tied vote, the Chairman has the deciding vote.
- d) Personal issues and complaints are not a matter for the PPG.
- e) All Group members are expected to respect the views of each other.
- f) Meetings should be conducted in an orderly manner. Bad language, discriminatory or offensive behaviour will not be tolerated and may lead to any individual(s) being excluded from future meetings.
- g) Members are required to declare any interest that may conflict with their role in the group. If any member is unsure about this, then they should contact the Chairman or Secretary.

SPECIAL GENERAL MEETINGS:

After consultation with practice management, the PPG can call a special meeting to discuss any issue that needs to be brought to the attention of Maybush patients. This will be open to all and at least 21 days' notice must be given.

ANNUAL GENERAL MEETINGS:

- a) The Group will hold an Annual General Meeting (AGM) at such time and date as it will determine, provided that the interval between one AGM and the next shall not exceed 15 calendar months.
- b) The AGM is open to all patients and staff and will be publicised to all at least 21 days in advance. Any item for consideration, or nomination to serve on the Group, must be in writing and received by the Secretary at least 14 days prior to the AGM.
- c) The AGM will include the following business:
 - Minutes of the previous AGM, provided in advance,
 - Chairman's Report, provided in advance.
 - Election / Re-election of PPG members.
 - Any other relevant business

CONSTITUTION:

- a) The Constitution can only be altered at the AGM or at a Special General Meeting called for that purpose.
- b) Any suggested changes to the Constitution must be submitted to the Secretary in writing at least 14 days prior.
- c) Changes to the Constitution must be agreed by a majority of those eligible to vote at a properly called meeting.
- d) Any person who does not understand any part of the Constitution must seek clarification from the PPG whose decision will be final.

Date: 2nd May 2018