



STIFFORD CLAYS MEDICAL PRACTICE

PATIENT PARTICIPATION GROUP CONSTITUTION

1 Purposes

Stifford Clays Medical Practice (The Practice) has developed a Patient Participation Group (PPG) to strengthen patients' input to the organisation and delivery of general practice services and to the development of the NHS as a whole.

2 Membership

All patients of the Practice, aged 18 years and over, have the right to be members of the PPG and can:

- 2.1 Join the Reference Mailing List so as to be kept informed and consulted by the PPG Committee.
- 2.2 Join the PPG Facebook page to be kept informed and consulted and to raise issues relevant to the Practice (but not individual complaints) with the PPG.
- 2.3 Attend and vote at general meetings of the PPG, including the Annual General Meeting (AGM).
- 2.4 Attend Committee Meetings of the PPG as observers.
- 2.5 Be co-opted as members of the Committee.
- 2.6 Stand for election to the Committee at the AGM.

Participation in the PPG is entirely voluntary and unpaid.

3 General meetings

The PPG Committee organises the PPG Annual General Meeting in April each year. The AGM includes the following:

- 3.1 Approval and/or amendments to the minutes of the previous year's AGM.
- 3.2 A report on the past year's activities.
- 3.3 Election of the Committee for the coming year.
- 3.4 Presentations and discussions.
- 3.5 The PPG Committee must give 21 days' notice for the AGM.

The AGM is attended by representatives of the Practice.

The Committee may organise other General Meetings when appropriate.

4 Committee

The PPG Committee is responsible for the work of the PPG throughout the year. The Committee consists of up to 12 members.

- 4.1 Nominations for members to join the Committee will be made at the AGM by patients of the Practice, aged 18 years or over.
- 4.2 All Committee members are eligible for re-election each year.
- 4.3 Where nominations fall below the maximum of 12 members, all nominees will be elected.
- 4.4 Where nominations exceed the maximum of 12 members, all nominations will be subject to a ballot at the AGM.
- 4.5 The Committee may co-opt additional voting members during the year, but the total number of voting members will not exceed 12.
- 4.6 Co-opted members may stand for election at the next AGM if they wish to continue as members of the Committee.
- 4.7 The Committee may also co-opt as non-voting associate members people who are patients of the Practice or not patients of the Practice, but have particular experience or expertise which can assist the Committee in its work.
- 4.8 The quorum for Committee meetings is one third of the elected and co-opted voting members.

5 Officers

The officers of the PPG are elected at the first Committee meeting after the AGM, and are:

- 5.1 The Chairperson
- 5.2 The Vice-Chairperson
- 5.3 The Secretary
- 5.4 The Minute Secretary
- 5.5 Social Media officer.

6 Minutes

The Secretary or Minute Secretary:

- 6.1 Record the minutes of Committee Meetings and General Meetings.
- 6.2 Circulate them for subsequent correction and approval.
- 6.3 Ensure that hard copies and electronic copies are safely stored for reference.

7 Finance

The PPG does not hold any funds itself. Reasonable costs are met by the Practice, subject to agreement by the Practice for any new expenditure. The PPG may receive donations in kind and Committee members may choose to meet some costs themselves.

8 Committee meetings

- 8.1 The PPG Committee normally meets once each month.
- 8.2 An agenda and minutes of the previous meeting are circulated in advance by the Secretary.
- 8.3 Minutes are agreed with any amendments at the beginning of each meeting
- 8.4 The Practice Manager usually attends the meeting and acts as the main link between the Practice and the PPG.
- 8.5 Doctors and Nurses attend when appropriate.
- 8.6 The Committee may appoint subcommittees and working groups from time to time to undertake particular tasks in relation to agreed priorities.

9 Powers and Duties

The PPG works in partnership with the Practice, but acts independently in certain aspects of its work

- 9.1 The PPG expects the Practice to consult it on changes or developments in the way its services are provided to patients.
- 9.2 The PPG and the Practice may undertake patient surveys together or separately, and will share the findings, while preserving patient confidentiality.
- 9.3 The Practice may request help from the PPG in specific ways (for example: explaining to patients how to use the electronic booking-in system; conducting the Friends and Family Test).
- 9.4 The PPG seeks agreement and works in partnership with the Practice when taking the initiative in developing and running supplementary activities and services for patients (for example the book shelves and the newsletter).

A key task of the PPG is to present its views and the views of other patients to the Practice, to other NHS bodies, and to the CQC in an inspection. In undertaking this task the PPG speaks independently of the Practice.

10 Power to undertake joint activities

- 10.1 The PPG may work with other local organisations for the benefit of the local community.
- 10.2 The PPG may join relevant organisations (e.g. the National Association for Patient Participation) subject to the Practice agreeing to meet any cost.

11 Restrictions

While acting as an independent voice for patients, the PPG will not undertake activities which could bring the Practice into disrepute. The PPG does not deal with individual complaints, but passes them to the Practice Manager.

12 Conflict of interest

Members of the PPG Committee must report any potential conflict of interest that they have.

13 Amendments to the Constitution

An amendment to the Constitution may be proposed by any patient of the Practice, aged 18 years or over. The amendment must be submitted to the Committee at least four weeks prior to the AGM. Approval of the amendment will require a vote in favour by two thirds of the patients present and voting at the AGM.

14 Date of approval of the above amended Constitution: 18 April 2018

Signed byChair of PPG, andSecretary of PPG.

Ratified by..... on behalf of Stifford Clays Medical Practice.