

# Measham Medical Unit: Patient Participation Group Constitution

## NAME

The name of the organisation shall be **Measham Medical Unit's Patient Participation Group** (PPG).

## AIMS

The aim of the PPG shall be to promote co-operation between the Practice and Patients to the benefit of both.

The PPG will:

1. Contribute to Practice decision-making and consult on service development and provision.
2. Provide feedback on patients' needs, concerns and interests, and challenge the Practice constructively whenever necessary.
3. Review feedback received about the Practice in order to strengthen the Patient Voice.
4. Promote good health by encouraging and supporting activities within the Practice, and by promoting preventive medicine.
5. Seek feedback from patients about their experience of local health care services and to use this information to help providers make improvements.
6. Give feedback to NHS Trusts on consultations.
7. Liaise with other relevant patient and user groups.

## POWERS

To further these aims the PPG shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the PPG.
- (b) Work with local agencies, voluntary organisations and the residents of the catchment area of the Measham Medical Unit (MMU) in a common effort to carry out the aims of the PPG.
- (c) Do all such lawful things as will further the aims of the PPG.

## MEMBERSHIP

(a) Membership shall be open to all MMU registered patients over the age of 16 who wish to further the aims of the PPG.

## MANAGEMENT

- (a) A Management Committee elected annually at the Annual General Meeting (AGM) shall manage the PPG.
- (b) The committee shall consist of a chair, secretary and treasurer.
- (c) A proper record of all transactions and meetings shall be kept.

## **ANNUAL GENERAL MEETINGS (AGM)**

- (a) An AGM shall be held within 12 months of the date of the adoption of this constitution and each year thereafter, normally in January.
- (b) Notices of the AGM shall be published three weeks beforehand and a report on the PPG's financial position for the previous year will be made available at the same time.
- (c) A Special General Meeting may be called at any time at the request of the committee, or a minimum of one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.
- (d) The constitution will be reviewed and agreed at the AGM.

## **ACCOUNTS**

- (a) The funds of the PPG including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by any 2 of 3 named members of the PPG.
- (b) The funds belonging to the PPG shall be applied only to further the aims of the PPG. There will be one account for the PPG but donations and income received by specific social prescribing groups will be accounted for separately. This will enable the funds to be used to benefit the individual groups to which they are given.
- (c) A current record of all income, funding and expenditure will be kept.

## **DISSOLUTION**

- (a) The PPG may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- (b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the PPG or some other charitable purpose(s) as the PPG may decide.

Signed by Chair..... Date.....

Signed by Secretary..... Date.....

Signed by Treasurer..... Date.....

## **Measham Medical Unit: Patient Participation Group (PPG)**

### **WAYS OF WORKING**

- Agenda items should be forwarded, either to the chair or secretary, no later than one week before a meeting; this will enable the agenda to be prepared and distributed.
- In order to be inclusive, there is no upper limit of patients who would wish to be a member of the PPG
- Should any member of the PPG not attend for three consecutive meetings without offering apologies, their name will be removed from the circulation list.
- Meetings will normally be held monthly. Subgroups will meet more regularly when they are tasked with dealing with specific issues. PPG members will take on additional tasks as necessary.
- A PPG meeting is not a forum for individual complaints and single issues as there are other procedures for supporting patients with these concerns.
- Brief minutes will be made, recording key actions and decisions. A summary will be available on the Practice website.
- All PPG members will work together and support each other to meet the objectives of the group.
- PPG members will receive no direct benefit from their membership of the group.
- PPG members will never discuss individual patients' health issues.
- The Constitution, membership and roles, finances, and progress made during the past year, are reviewed at the AGM, normally in January.