

Castle Medical Group - Patient Participation Group

Constitution

1 Name

The name of the group shall be Castle Medical Group Patient Participation Group, herein after referred to as the PPG.

2 Purpose

The Purpose of the PPG is to support the Practice in improving the patient experience.

3. Aims

To achieve this, the PPG has the following AIMS:

- to foster improved communication between the practice and its patients
- to provide practical support for the practice and help to implement change
- to help patients to take more responsibility for their health.

4 Objectives

To meet these aims, the PPG has the following objectives:

- Organising/participating in health promotion events
- Improving methods of communication to the patients
- Engaging with local volunteer services and running support groups to meet local needs
- Fundraising to improve the services not provided by the NHS
- Advising the practice on the patient perspective
- Representing the PPG/CMG on local/regional forums

In pursuing these Aims and objectives the PPG must not undertake any actions that bring the Practice into disrepute.

5 Insurance

Insurance in the form of Public Liability Insurance will be taken out when required to protect the Officers and members of the PPG. This is to cover

against all risks incurred in the course of the performance of their activities as may be thought fit.

6 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 a nominated Doctor.

7. Group Officers

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

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8 Roles of the Officers

- Chair - to chair the meetings and manage the affairs of the Group. To ensure the legal and financial aspects of the group are correct.
- Secretary - to take minutes and distribute agenda, minutes and any other information required on behalf of the Group.

9 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.

A member may not serve as Chair for more than three in any five consecutive years.

Group membership shall cease if the patient leaves the Practice.

If any member attends less than 30% of meetings or fails to attend 6 consecutive meetings, the Chair will contact the individual and discuss their continued membership.

10 Annual General Meeting

The AGM shall be held in March. The Secretary shall give at least 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.

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

Officers shall be elected only at the AGM.

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11 Meetings of the Group

The group shall meet approximately bi-monthly and have a minimum of 6 meetings a year.

There shall be a sub group to consider wider issues and the future of the group. This group to consist of the Chair; the Secretary; The past Chair; the past Secretary and the Finance/Communications member.

This sub-group to meet outside the normal meetings and to report to the full group as required.

In the absence of one of the officers any member may be asked 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 issued to the Group by the secretary 7 days before the meeting.

The PPG will raise working groups as required.

12 Minutes

Minutes recording all proceedings and resolutions of each meeting shall be distributed to the Group members by the secretary.

The minutes will also be displayed on the PPG/CMG website.

13 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.

14 Alterations to the Constitution

Any proposal to alter this constitution must be delivered in writing or via email to the secretary not less than 10 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.

15 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.

16. Document Control

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

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

