

# **Patient Participation Group Constitution**

## **North House Surgery Crook**

### **1. Name**

The Name shall be North House Surgery Practice Patient Participation Group -hereinafter called 'The PPG'

### **2. Purpose**

To ensure that patients and carers are involved in decisions about the range, shape and quality of services provided by North House Surgery

The PPG consists of a volunteer committee who are registered patients of the Practice

Our particular interest is the services the Practice offers and how these could be improved and made more accessible to the practice population.

As a patient group we attempt to help improve the health of the local community and make sure the patient's experience is as good as it can be.

A good PPG ensures the Practice remains accountable and responsive to the needs of all patients.

### **3. Objectives**

To foster the highest possible standard of primary medical care through the medium of patient participation.

To enhance communications between the patients and all partners and staff of the North House Surgery Medical Practice. (Hereinafter called 'The Practice')

The PPG should act as a communication channel between The Practice and the community in order to help patients use facilities to the best advantage and The Practice to implement policies influenced by representative patient views.

To ensure that issues common to all patients and carers are brought to the attention of the Practice.

To complement the Practice and other elements of the NHS in ensuring patients are kept informed about issues affecting their primary care.

To be a 'critical friend' to the Practice

To advise the Practice on the patient and carer perspective and provide insight into the responsiveness and quality of services.

To encourage patients to take greater responsibility for their own and their family's health. Carry out research into the views of those who use the Surgery, including carers of registered patients.

Organise health promotion events and improve health literacy.

Ongoing communication with the patient population.

To seek opinion from underrepresented and seldom heard population groups.

The PPG should have a role in assisting in assessment of community 'needs' to assist The Practice improve its service by collating patient views through patient surveys.

Provide links for patients with specific needs to form support groups or to join existing local support groups.

To promote health education and awareness on topics of interest and value to the patients where The Practice consider it appropriate.

To promote, after discussion with The Practice, any other matter which is deemed to be in the interest of the patients and The Practice.

The PPG shall not undertake any activity without the consent of The Practice, which shall not be unreasonably withheld.

The PPG is empowered to pursue aims in furtherance of these Objectives.

The PPG shall be non-party, non-sectarian in religion and non-discriminatory in age, gender, ethnicity and other protected characteristics in line with the Equality Act 2010.

The PPG shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar charitable objectives and may apply for charitable status to the Charity Commission for England and Wales.

#### **4. Membership**

Everyone registered with and all doctors and staff of the Practice shall automatically be members of the Group but shall cease to be members on leaving the Practice.

#### **5. The PPG and Officers**

a) The committee shall consist of not more than 15 Members including the officers (Chairperson, Vice-Chairperson and Secretary). Officers will serve a maximum of 3 years in the first instance. The officers and other members shall be nominated and elected or re-elected annually at the Annual General Meeting.

b) The Committee shall meet at least 3 times annually, with a minimum of 1 meeting outside of traditional work hours and is empowered by this Constitution to manage the affairs of the Group and to take such actions as may be appropriate to further the Objectives of the Group.

c) All Committee members shall each have one vote at Committee Meetings and the Chairperson of the meeting shall have a second casting vote. Decisions shall be by a simple majority except with respect to a proposed alteration of this Constitution or Dissolution of the Group when the decision must be by two thirds of all elected Committee members.

d) The Committee may from time-to-time delegate such powers or actions to the Officers or to other Committee members as it deems fit.

- e) The quorum for meetings of the Committee shall be 5 of all elected members, of whom 2 must be officers.
- f) Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient, partner or employee of the Practice.
- g) Any members may be invited to any meeting of the Committee and where deemed appropriate may be co-opted onto the Committee.
- h) Non-members may be co-opted on to the Committee for their particular expertise.
- i) No co-opted member shall have the right to vote at Committee meetings
- j) All co-opted members shall automatically cease to be co-opted members at the next succeeding Annual General Meeting but may be re-appointed by the Committee immediately thereafter.

## **6. Annual General Meeting**

Once in each year, an annual General Meeting shall be held within 3 months of the previous AGM, which every member of the group shall be entitled to attend. The date of this meeting shall be advertised in the Practice not less than 14 days prior to the meeting and personally notified to as many members as possible. The meeting shall be for the purpose of receiving an Annual Report from the PPG and appointment of Officers and members. Nominations for the positions of the Officers should be received 14 calendar days in advance of the AGM.

## **7. Special General Meeting**

A Special General Meeting shall be held if not less than 2/3 of the elected members of the Committee or not less than 100 members requests it in writing, stating the reasons to the Chairperson or Secretary. The date of the meeting shall be advertised in the Practice for at least 14 days in advance and personally notified to as many members as possible. The meeting must be held within 28 days of receipt of the written request.

The meeting shall be for the purpose of altering the Constitution in accordance with Clause 11 or of dissolving the Group in accordance with Clause 12 or for considering any matter of substance referred to the meeting by the Committee or by members of the Committee.

## **8. Voting at General Meetings**

Except as provided in Clauses 11 and 12, all resolutions proposed at an Annual General Meeting or a Special General Meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than 1 vote. In case of an equality of votes the person chairing the meeting shall have a second or casting vote.

## **9. Quorum at General Meetings**

Six Members shall form a quorum at the Annual General Meeting and Special General Meetings.

## **10. Patient Participation Group Code of Conduct**

10.1. PPG members will not discuss their own personal health issues, medical condition or treatment, however if relevant and with the consent of the chairperson their personal experiences may be relevant providing, they are not of a medical nature.

10.2. The PPG is not to be used in pursuit of specific or personal health campaigns, for example in connection with access to special treatments.

10.3. Confidentiality will be paramount. Contact details of members of the PPG will not be disclosed to other members, unless their express consent is given. The PPG will not require information about individual patient's identity, illness, condition or treatment and should not seek it.

10.4. Members of the PPG are expected to conduct themselves with courtesy and consideration for others.

10.5. Members of the PPG will not approach the media without the prior approval of the Committee.

10.6. PPG members are, of course, free to comment as they wish as individuals. However, if they do so, they should make it clear that they are expressing a personal view and not that of the Practice or PPG.

10.7. The values that underpin the work of the PPG include:

- Accountability. Everything done by the PPG should be able to stand the test of scrutiny by the public.

- Integrity. Must be the hallmark of all personal conduct between members of the PPG, the Practice and the public.

- Openness. There should always be sufficient openness in PPG activities to promote the confidence of the Practice, its patients and the public.

10.8. If a member of the PPG fails to abide by the code of conduct they may be asked to leave the group. This will be undertaken by the Vice Chairperson of the PPG in consultation with the Secretary.

The process will be kept as informal as possible with an invitation to a private meeting with the Vice Chairperson of the PPG to discuss the alleged breach of Code of Conduct and to try to seek (The Secretary being present for note taking). Any decision to request the member to leave the PPG will be made on the balance of probabilities.

There will be a right of appeal to the Chairperson of the PPG.

## **11. Minutes**

Minutes shall be kept of all General and Committee Meetings, which shall provide a record of all proceedings and resolutions.

## **12. Alterations to the Constitution**

Any proposal either by the Committee or by a group of Committee members or by not less than 20 members (as provided in Clause 7 above) to alter this Constitution must be considered at a Special General or Annual General meeting called and held in accordance with Clause 6 above. Any such proposal shall require the approval of a 2/3 majority of all members present and voting at the Special General or Annual General Meeting.

### 13. Dissolution

If the Committee decides at any time by a 2/3 majority of all Committee members that on any grounds it is considered necessary to dissolve the Group it shall call a Special General meeting. If such a decision is confirmed by a 2/3 majority of those present and voting at the Special General Meeting, the Committee shall have the power to dispose of any assets held by the Group. This Constitution was amended from the original dated at an Annual General Meeting on

Signed .....Chairperson                      Date

Signed.....Secretary                      Date

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Signed .....Practice Manager                      Date

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<sup>i</sup> Reviewed 05/10/2022