



Watling Medical Centre

Patient Representation Group (WMC-PRG)

Patient Representation Group (PRG) CONSTITUTION

The group is called the Watling Medical Centre Patient Representation Group (WMC-PRG for short).

1) Background:

With the changing commissioner landscape, Barnet CCG's role is to improve patient engagement and commission appropriate services for the patients in the locality. As a PRG, we are responsible for fostering good relations between the Surgery and patients and secondly, to act as a conduit for communication in both directions between the Surgery and patients. The PRG is managed by a 'Core Group' (comprised of patients, Doctors and the Practice Manager) that informs Practice members about issues of concern to patients and then imparts their response to the patients.

2) Objectives of the Group:

The objectives of the group shall be to promote the benefit of the patients of the Practice without distinction by encouraging development and quality of health promotion and health care services; to achieve this aim by liaising with the doctors and staff, other community health workers, Health Authorities and other persons or organisations concerned with health care.

The PRG will represent views and interests of patients of the Watling Medical Centre (WMC) both at Burnt Oak and Stanmore with regard to the services provided by GPs and staff at the Centre and those offered by other service providers to which the patients are referred.

The group shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar charitable objects.

3) Responsibilities of the Group:

- To work with GPs and staff of WMC and to create a two way dialogue between patients and GPs
- To ensure that WMC has systems and policies that ensure the patients' 'voice' is heard and satisfactory responses received.
- To ensure that WMC consults patients on their views and concerns about the services provided.
- To identify aspects of the service provide by WMC where improvements are needed to meet the needs of the patients.
- To monitor and review the annual patient survey and create an action plan based on the feedback to the survey, the results of which are available on the WMC website.



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4) Membership:

Members of the PRG must be patients of Watling Medical Centre. Any patient may nominate him/herself for election to the Committee at the Annual General Meeting. The number of elected Members of the PRG shall be eight.

One of the members shall be appointed as the Chairman, who shall be responsible for chairing meetings and co-ordinating the agenda (in conjunction with the Secretary).

There shall also be a Secretary (again, appointed by the members) who shall be responsible for agreeing the agenda with the Chairman, producing and distributing it, maintaining a list of the members and taking minutes of meetings (and then distributing them). The same person may hold the posts of Chairman and Secretary. These posts can also be shared if agreed by the members of the PRG.

The PRG shall meet at least three times a year and one of its meetings (the first one in any calendar year) shall be the Annual General Meeting where the Chairman and Secretary shall be elected.

5) Annual General Meeting:

Once each year, an Annual General Meeting shall be held at which any patient of the Practice 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. The meeting shall be for the purpose of receiving the annual report from the Committee and any statement of accounts; of appointing Committee members; of appointing an auditor for the accounts if necessary (see clause 11); of making recommendations to the Committee and when necessary voting on proposals to amend this constitution in accordance with clause 13.

6) Special General Meeting:

A Special General Meeting shall be held if not less than one third of the voting members of the current Committee request it in writing, stating the reasons, to the Chairman or Secretary. The date of the meeting shall be advertised in the Practice for at least 14 days in advance and must be held within 21 days of receipt of a written request. The meeting shall be for the purpose of altering the constitution in accordance with clause 13 or of considering any matter referred to it by the Committee or for any other purpose.

7) The Committee and Executive:

The Annual General Meeting shall elect eight members who must be patients of the Practice. Patients may be proposed or can nominate themselves. At its first meeting after the Annual General Meeting in each year the Committee shall appoint an Executive consisting of a Chairman and Secretary to which it may delegate any or all of its powers as it may from time to time decide.



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The Committee shall have the power to co-opt members from time to time provided that the total number of co-opted members does not exceed one half of the total of elected members. Co-opted members who are patients of the Practice shall have an equal vote with the elected members. Other co-opted members shall not have any vote.

All members of the Committee and Executive shall retire annually at the Annual General Meeting but shall be eligible to be elected or co-opted again. Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

WMC shall nominate at least one Partner and the Practice Manager as its key representatives, but shall not have any vote. Other Partners and staff may attend any meeting.

8) Voting:

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote. In case of equality of votes the person chairing the meeting shall have a second or casting vote.

9) Quorum:

One third of members shall form a quorum at meetings of the Committee. Eight members shall form a quorum at Annual General Meetings.

10) Minutes:

Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions. The secretary shall also be responsible for circulating all of the minutes.

11) Finance:

Whilst it is not the objective of the group to raise funds, any monies raised by or on behalf of the Group shall be applied to further the objects of the Group and for no other purpose. Should the need arise for the Group to take possession of and be responsible for any funding, the members shall appoint one of their number to be Treasurer. The Treasurer shall keep proper accounts, report at each meeting and submit a full statement of account to the AGM. If an auditor is required for the accounts then the election of the auditor shall be agreed at the AGM.

12) Dissolution:

If the Committee decides at any time that on any grounds it is necessary to dissolve the Group it shall call a Special General Meeting. If such a decision is confirmed by the simple majority of those present and voting at the meeting the Committee shall have the power to dispose of any assets held by the Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the patients of the Practice as the Committee may decide.



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13) Alterations to the Constitution:

Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 14 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting. An alteration will require the approval of a two thirds majority of Committee members or a simple majority of those voting at the Annual general Meeting. Notice of such meeting must be given in accordance with normal procedures.

This constitution was adopted as the Constitution of the Watling Medical Centre Patient Representation Group at a meeting of the Committee held at WMC Stanmore on 6 March 2014.

Signed:

Chairman

Secretary