

Patient Participation Group (WMC-PPG)

CONSTITUTION

1) Objectives:

The objective of the PPG shall be to promote the benefit of the all the patients of the Practice, without distinction, by encouraging development and quality of health promotion and health care services. This will be achieved by liaising with and supporting the Practice staff, other community health workers, Health Authorities and other persons or organisations concerned with health care.

The PPG will represent views and interests of all patients of the practice with regard to all services provided by the Practice and other relevant service providers regardless as to whether they are registered at the Burnt Oak or Stanmore surgeries.

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

2) Responsibilities of the PPG

- To work with the Practice staff to create a two way dialogue between patients and the Practice staff.
- To ensure that the Practice has systems and policies that allow the patients' views to be heard and that appropriate responses to be provided.
- To ensure that the Practice consults with patients on their views and concerns about the services provided.
- To support the Practice by identifying potential areas for improvement of the services provided to patients.
- To work with other relevant groups where this will be of mutual benefit.

For the avoidance of any doubt, the PPG has no ability to pursue any complaints by individual patients, nor any involvement in matters relating to individuals' medical treatment.

3) Membership:

Membership is open all patients of the Practice. Any patient may nominate themselves for election to the Committee at the Annual General Meeting, either at the meeting or informing the Chair beforehand.

4) **Meetings**

Each year there shall be an Annual General Meeting, four Ordinary Meetings and a Special General meeting if Required (see 5.3).

4.1) **Annual General Meeting:**

Once in each year an Annual General Meeting (AGM) 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, by notices in both surgeries and on the Practice website.

4.2) **Ordinary Meetings**

Four Ordinary meetings will be held each year. The Chair may call extra meetings as required, notifying all Committee members in advance.

4.3) **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 Chairperson 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.

Practice Staff will be invited to attend the AGM and all Ordinary Meetings. At each meeting the Practice Staff will be requested to give an update on all items relevant.

The Chair may arrange 'ad hoc' meetings with any Committee members and others as required to discuss any specific issues.

5) **The Committee**

The Committee shall consist of a Chair, two Deputy Chairs and committee members.

The Chair and Deputies will each serve for three years (unless they choose to stand down), ordinary members for a year. The appointments will be such that one of these roles is appointed each year. This is to ensure continuity of the PPG's leadership.

Ordinary members will serve for a year, and there is no limit to the number of times they may be re-elected.

The Chair and Deputy Chairs may serve no more than two three-year terms in each role.

The Chair and Deputies will be elected by a vote of those patients present at the AGM.

The Chair may co-opt other patients to join the Committee.

6) **Transitional Arrangements**

At the next AGM (due in spring 2019) the Chair will be elected for a full three-year term.

Two deputy Chairs will also be elected, and - in discussion with the Chair – will decide which is to serve one year before re-election, with the other serving two years.

For the Deputy Chair serving one year, this will not count as one of the terms described in the previous clause.

For all three, time spent in one or other role prior to the 2109 AGM will not count as a term, or terms, as described in the previous clause.

7) **Two Surgeries**

The practice operates form two surgeries, one at Burnt Oak, the other at Stanmore. The Chair shall endeavour to ensure that both surgeries are adequately represented, if necessary, by co-opting patients to the Committee.

8) **Voting:**

All matters arising at any meeting shall be decided by a simple majority of those present and entitled to vote. 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 Committee members shall form a quorum at all meetings of the Committee. Either the Chair or one of the Deputy Chairs must be present.

10) **Minutes:**

The Chair shall ensure that a record of the decisions made at each meeting is kept as well as those attending the meeting. This will be approved at the next Ordinary meeting, and published on the Practice website.

11) **Alterations to the Constitution:**

Any proposal to alter this constitution must be delivered in writing to the Chair 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. Any alteration will require the approval of a simple majority of Committee present 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 PPG on 14 February 2019.

Signed:



PPG Chair

Date: 14/02/2019

For the practice:

Date: