

## 1. Name

The name of the group shall be 'Charnwood Community Medical Group Patient Participation Group'. (The PPG)

## 2. Association

The PPG is affiliated to the National Association for Patient Participation (N.A.P.P.)

## 3. Object

The object of the PPG is to promote and sustain co-operation between the Practice and patients to the benefit of both.

## 4. Aims and Objectives

The aims and objectives of the PPG are listed below :

- To support and build a two-way relationship between patients and the Practice.
- To Advise on the developments and the continual improvement of the Practice.
- To seek out and listen to the views of patients, carers and staff, especially those individuals and groups whose voices are not usually heard.
- To raise issues for consideration which are evidence based and which demonstrate that they are a matter of wider concern.

Whilst these are the initial aims and objectives of the PPG they are open to change and discussion by the PPG and the Practice to ensure continual development and improvement.

The PPG is not for the airing of individual member's specific problems. These must be addressed with the Practice Manager at the surgery.

## 5. Management of the Group

- 5.1 The PPG will consist of no more than twenty registered patients of Charnwood Community Medical Group including its officers and one member of the Practice.

5.2 The Patients' Participation Group officers are Chair, Vice Chair and Secretary.

5.2.1 Nominations for officer appointments shall be from members of the PPG.

5.2.2 Proposers and Seconders, having first secured the consent of a nominee, must inform the Practice Business Partner in writing. The nominations must be received no later than one week prior to the Annual General Meeting of the PPG.

5.2.3 The officers shall be elected for a one year term by a secret ballot of the PPG immediately after the Annual General Meeting.

5.2.4 An officer may seek nomination for a further term of office.

5.2.5 Ideally no officer should serve more than three years consecutively in any one role.

5.2.6 An officer may seek nomination for a term of office in a different role.

5.2.7 If for any reason an officer vacancy occurs between AGMs, the process to appoint a successor until the next AGM shall commence as soon as possible as outlined above, with an approved person carrying out the duties in the meantime.

5.3 Patient Participation Group Online (PPGO) shall be open and free to all patients and staff of the Charnwood Community Medical Group and not limited to any number.

5.4 Membership of either group does not confer any prior claims on the Practice or any right to preferential treatment.

5.5 Membership of both groups shall be terminated in the event of a member ceasing to be a patient of the Practice or member of staff.

5.6 The PPG may co-opt members of PPG Online for specific tasks, as the need arises. The co-optees will not have voting rights.

5.7 The PPG may fill any vacancy occurring among its numbers until the next AGM.

5.8 There should be at least one representative of the Practice at each meeting. One member of the Practice shall be an additional PPG member entitled to

vote. In their absence the Practice will nominate its own alternative representative, who will attend the meeting in an advisory capacity and vote in their absence.

5.9 The PPG shall endeavour to meet not less than four times a year and four members will constitute a quorum.

5.10 Decisions will be taken by a simple majority vote in which the Chairman shall be entitled to vote. In the event of a tie the Chairman shall have the casting vote.

## **6. Finance**

The PPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses on behalf of the PPG shall be claimed from the practice. Annual associate membership shall be paid to N.A.P.P. by the practice.

## **7. Annual General Meeting**

An AGM shall be held annually. Notice of the day, time and place will be given via the electronic notice boards and practice website and by Email to the PPG Online. Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

## **8. Election of PPG Members**

All PPG members may offer themselves annually for re-election at the AGM.

## **9. Annual Report**

The PPG shall present at each Annual General Meeting a report of the activities of the PPG during the previous year.

## **10. Notice and Application of Constitution**

This constitution will be available on the Practice website or in hard copy if requested from the Practice.

## **11. Alteration to the Constitution**

This constitution will be considered at the AGM and reviewed and amended as required by the PPG.