

## **PATIENT PARTICIPATION GROUP CONSTITUTION**

The name of the group shall be “Friends of Waterside Medical Centre”, hereafter referred to as the Group.

### **AIMS AND OBJECTIVES**

1. To consult and plan with patients whenever possible on the facilities and provision of services
2. To bring a sense of ownership and partnership between staff and patients
3. To give practice staff and patients the opportunity to discuss topics of mutual healthcare.
4. To allow patients to make positive suggestions about the practice and to provide any other initiatives and ideas that may be of benefit to the practice.
5. To encourage self-help projects to meet the needs of fellow patients.
6. To act as a representative group that can be called upon to influence the local provision of health and social care
7. To enable the Practice to maintain the quality of services already available at the Practice and to enable the Group to support the Practice when needed.
8. To publicise and promote the work of the Group within the Practice for the benefit of both the patients and staff.
9. Work with other groups to exchange information, advice and knowledge, including co-operation with other voluntary bodies.

### **MEMBERSHIP**

1. Membership shall be open to anyone who has an interest in assisting the Group to achieve its aims and objectives, and is willing to adhere to the rules of the group. However, membership will be restricted initially to 20 members, and a waiting list will be established for future members.
2. Where it is considered membership would be detrimental to the aims and objectives of the Group this non-political party group shall have the power to suspend or terminate the membership of any member by resolution passed at a meeting. After 3 consecutive absences from meetings the Group shall have the right to ask that person in writing via the Secretary if they wish to continue with their membership to the Group.
3. Members shall have the right of appeal to an appointed representative from each of the Group, the Practice and a Practice Professional.
4. Any member of the Group may resign his/her membership either verbally or in writing to the Committee.

### **OFFICERS**

The group shall have a committee consisting of :

The Chairman/woman  
Vice Chairman/woman  
Secretary

And any additional officers the Group deems necessary at the meetings required to carry out the required activities.

1. The officers shall serve a maximum of three years, but should be re-elected annually.
2. Officers have the right to resign their post at any time in writing to the Secretary.

## **MEETINGS**

1. The Group shall meet quarterly. Meetings shall enable the Group to discuss actions and monitor progress, and to discuss future developments.
2. All members shall receive an Agenda at least 7 days before the next meeting.
3. All members will be able to submit items for the Agenda at least 10 days before the next meeting to the Chairperson or the Secretary
4. A quorum of at least 7 Group members must be present at a meeting for a meeting to take place.
5. If the required number of members are not present to make up the required quorum, the meeting can be re-scheduled as appropriate.
6. It shall be the responsibility of the Chairman or Vice Chairman to chair all meetings.
7. All meetings must be minuted and accessible to both Group members, Management and Staff at the Practice and to the patients.

## **Alteration of the Constitution**

Any alteration to the Constitution to this constitution must be agreed by a majority vote.

## **DISSOLUTION**

The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after any debts have been paid shall be transferred to the Practice for the benefit of the Practice.