**QUORN PATIENTS PARTICIPATION GROUP CONSTITUTION**

**NAME:**

The name of the group shall be Quorn Medical Centre Patient Participation Group.

**ASSOCIATION:**

The Group is affiliated to the National Association for Patient Participation (N.A.P.P.) and is governed by the Rules of the said Charity.

**OBJECTIVES:**

The object for which The Group is established is one of health promotion, to promote the relief of sickness and preservation and protection of health for the public benefit by fostering the highest possible standard of primary medical care through the medium of patient participation. This shall be done without distinction of gender, race colour or political, religious or other opinions or characteristics of individuals.

**AIMS:** *1 COMMUNICATION*: Members of The Group should act as a communication channel between the Practice Medical Centre team 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.

*2 PATIENT CHARTER*: The Group may from time to time conduct surveys on behalf of the practice in order to develop and monitor the Practice Patient Charter.

*3 HEALTH EDUCATION*: The Group should advise the Medical Centre of health education needs in the community in order for the Medical Centre to provide appropriate and useful community health education meetings. The Group will continue to provide books and videos for the Patient Library as required.

*4 COMMUNITY ‘NEEDS’*: The Group should have a role in assisting in assessment of community ‘needs’ to help the Medical Centre improve its service.

*5 PRIMARY CARE ORGANISATION*: The Group will be informed of the general practice policies relating to the PCO to which the Medical Centre belongs. The Group will express opinions on these policies on behalf of the patients. The practice will give appropriate consideration to these opinions within their PCO

*6 EQUALITY NEEDS*: The Group should ensure that all its activities and events comply with the requirements of the Equality Act 2010 (which replaced the **Disability Discrimination Act 1995 and its amendments).**

**MEMBERSHIP**:

Membership shall be open and free to all patients and staff of the Practice.

If a member of the PPG Panel fails to attend on 3 consecutive occasions without submitting their apologies, they will have de-selected themselves from the Panel and be placed on the Virtual PPG list. If they have submitted apologies, their individual position will be decided by the PPG at the next meeting, held after their third failure to attend, they will be contacted to see if they still wish to be a member.

**COMMITTEE & OFFICERS**:

The committee shall consist of a Chair, Vice-Chair and Secretary, nominated and elected annually and additional committee members, with an overall limit set at the previous AGM. It was agreed that the PPG Panel will be restricted to a maximum of 35 patients. There are no restrictions applied to the Virtual PPG.

The Committee shall endeavour to meet not less than four times in any period between two AGM’s, at such times and place as the Secretary shall specify as agreed by the Chairman. The Committee shall be empowered to manage the affairs of the Group and to take any action on its behalf to the aims of the Group. At the meetings of the Committee, four members shall constitute a quorum. Therefore apologies should be sent to the PPG Chair within 48 hours of the meeting.

The Committee may fill any casual vacancy occurring among its number until the AGM of the Group.

The Committee may co-opt up to two people for specific purposes of the Committee or any sub-group. Co-opted members are not eligible to vote.

**ANNUAL GENERAL MEETING**:

An AGM shall be held annually, in conjunction with the December meeting. Notice of the day, time and place will be given via the local press, notice boards, and Practice Newsletter.

Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

**ELECTION & RETIREMENT OF COMMITTEE MEMBERS**:

All Officers and Committee may offer themselves annually for re-election at the AGM. If more than one nomination is received for an Officer position then a vote must take place. In the event of a tie the Chairman has the casting vote.

**REPORT**:

The Committee shall present at each Annual General Meeting a report of the activities of the Group and its own proceedings during the previous year.

**NOTICE & APPLICATION OR RULES:**

Any member of the Group shall upon request be supplied with a copy of these rules**.**

**ALTERATION TO THE RULES**:

Any of these rules may be rescinded or amended or waived by a resolution passed at an AGM or a Special Meeting of which proper notice shall have been given to all members, by a two-thirds majority of the members present and voting. Provided that no alteration shall be made which would cause the Group to cease to be affiliated to N.A.P.P. Reg. Charity No 292157.