**KIRTON LINDSEY SURGERY**

**PATIENT PARTICIPATION GROUP CONSTITUTION**

**Our Practice Patients Participation Group Rules**

**1) Name:**

The name of the group shall be the Kirton Lindsey Surgery Patient Participation Group.

**2) Objectives:**

The objectives of the Group shall be to represent the patients of the Practice, to gather and collate opinion from patients via a range of sources, and to comment and offer opinion on these views to representatives of the practice, to encourage 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 Group shall be non-party in politics and non-sectarian in religion, and shall be formed using the best principles of equality and diversity. The Group and the Practice will make every effort to ensure that the constituent elements of the Group are representative of the practice patient demographic, with a range of patient interests represented.

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

**3) Membership:**

This shall be open to any patient of the Practice. Any patient may nominate themselves for election to the Committee at the Annual General Meeting. Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group. The Practice and the Group may approach individual patients for potential membership.

**4) Aims:**

1. To seek feedback from patients on service development and provision to inform and influence practice decision making, ensuring services are responsive and continuously improve.
2. To be a ‘critical friend’ to the practice by providing feedback on patients’ needs, concerns and interests and challenging the practice constructively whenever necessary.
3. To support the practice to communicate with the patient population.
4. To assist the practice and its patients by providing information about local groups and support services.
5. To support the practice in helping patients to become more informed about their health care options.
6. To promote good health and higher levels of health literacy amongst patients by encouraging and supporting activities within the practice, promoting self-care and providing information about health and wellbeing issues.
7. To support locality Clinical Commissioning Groups (CCGs) to gain feedback on healthcare and social care services to inform local commissioning decisions and planning.
8. To support Local Area Teams of the NHS Commissioning Board to gain feedback on the provision of and priorities for primary medical care services.
9. To build relationships with other PPGs and user-led groups in the area. e.g Local Healthwatch, community and user-led groups.
10. Give feedback to and participate in local and national consultations.

***NOTE: Areas not covered by the PPG are: Practice finances, staff employment and disciplinary procedures, management procedures, specific complaints from patients (which should be directed to the Practice via the Complaints Procedure).***

**5) Annual General Meeting:**

Once in each year, in the month of May, 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 and via the website 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 the audited statement of accounts; of appointing Committee members; of making recommendations to the Committee and when necessary voting on proposals to amend this constitution in accordance with clause 13; of appointing an auditor for the accounts (if required). The venue will be dependent on the number of potential attendees.

**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 Chairperson or Secretary. The date of the meeting shall be advertised in the Practice and via the website 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 Officers:**

The Annual General Meeting shall elect between 6 and 12 members who must be patients of the Practice to act as a representative Committee. Any patient can nominate themselves. At its first meeting after the Annual General Meeting in each year the Committee shall appoint officers consisting of a Chairperson, vice Chairperson, Secretary and Treasurer to which it may delegate any or all of its powers as it from time to time decide.

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 on Committee with the elected members. Other co-opted members shall not have any vote.

The Committee shall be empowered to manage the affairs of the group and to take any action on its behalf to achieve the aims of the group.

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.

**Roles of the Officers**

Chairperson: to chair the meetings and manage the affairs of the group.

Vice Chairperson: to chair the meetings on the chairman’s behalf and manage the affairs of the group when required.

Secretary: to take minutes and distribute agenda, minutes and any other information required on behalf of the group.

Treasurer: to manage the finances of the group.

1. **Meetings of the Group:**

The group shall endeavour to meet not less than four times in any one year.

1. **Quorum:**

One third of members shall form a quorum at meetings of the Committee.

1. **Minutes:**

Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions. Minutes will be available in the public domain via the Practice website.

1. **Finance:**

All monies raised, donated or held on behalf of the Group shall be applied to further the objects of the Group and for no other purpose. The Treasurer shall keep proper accounts of the finances of the Group. The accounts shall be audited once a year and a report submitted by the committee at the Annual General Meeting.

1. **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 and as may be approved by the Charity Commissioners for England and Wales.

1. **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 Kirton Lindsey Surgery Patient Participation Group on 2nd June 2015.

Signed Chairperson: ……………………………………………………………………………………………………..

Signed Vice Chairperson: ……………………………………………………………………………………………..

Signed Secretary: ………………………………………………………..……………………………………………….