Haughton Thornley Medical Centres Patient Participation Group

Constitution

1. Name

The name of the group shall be "Haughton Thornley Medical Centres Patient Participation Group"

2. Objectives

1. To give patients a voice and help the Practice to deliver the best service for patients.
2. To promote good health both for patients in the Practice and the wider community.

3. Aims

1. To represent the views of the patients to the Practice. Where possible, to support patients to use the Practice services to improve their health.
2. To conduct surveys from time to time in conjunction with the Practice to improve services.
3. To help patients influence policies impacting on their health care the group will aim to collaborate with Tameside & Glossop Clinical Commissioning Group (T&GCCG), other PPGs and other appropriate organisations.
4. To encourage and promote co-operation with other PPGs in support of GPs and other health professionals wishing to deliver health care in the best interests of their patients.
5. To promote co-operation with other organisations to maintain and increase the influence and effectiveness of the patient voice both locally and nationally.
6. To assist in the assessment of community needs to help the Practice improve its service.
7. To advise the Practice of health education needs in the community. This way the Practice can provide appropriate and useful community health education meetings or workshops.
8. To influence the decisions of T&GCCG where appropriate.

4. Membership

Membership of the group shall be open and free to all registered patients of Haughton Thornley Medical Centres.

5. Committee

1. The Committee shall consist of three officers: Chair, Vice Chair, Secretary and up to ten additional members elected annually (by secret ballot if necessary).
2. The officers will be nominated, seconded and elected annually. Any voting necessary will be by secret ballot.
3. Any Partner who wishes to attend will be welcome as will the Practice Manager and any other staff nominated by the Practice.
4. The Committee shall endeavour to meet not fewer than four times in any period between two AGMs. These times to be notified by the Secretary after agreement by the Chair. The usual group meetings will constitute Committee meetings.
5. The Committee shall be empowered to manage the affairs of the group and take any action on its behalf to further the aims of the group.
6. At the meetings of the Committee, four members, of whom one must be an officer of the group, shall constitute a quorum if a vote is necessary.
7. The Committee may, by majority agreement, fill any vacancy occurring amongst its officers until the AGM of the group.
8. The Committee may, by majority agreement, co-opt any number of people for specific purposes of the Committee or for any sub-group. Co-opted members are not eligible to vote.

6. Finance

1. A Treasurer shall be appointed to the Committee.
2. The Treasurer will manage a Building Society or Bank Account in the name of the group.
3. All funds collected by the group shall be notified to the Treasurer who shall facilitate the payment of the same into the account in the name of the group.
4. Signatories to the account must be agreed by the Committee. At least two of these must sign all cheques.
5. Any significant financial transactions should be reported to the following meeting of the Committee.
6. Where possible annual associate membership shall be paid to the National Association of Patient Participation Groups

7. Annual General Meeting

1. An AGM shall be held annually. Notice of the day, time and place will be given four weeks in advance via the notice board, email and the Practice web site.
2. If a patient of the Practice wishes to stand for election as an officer of the group they must inform the Secretary at least two weeks prior to the AGM.
3. Any additional item for the AGM agenda shall be sent to the Secretary for consideration at least two weeks prior to the AGM.
4. The final agenda for the AGM will be distributed at least one week prior to the AGM

8. Election and retirement of Committee members

1. All officers and Committee members may offer themselves annually for re-election at the AGM. If more than one nomination is received for any position then a vote must take place by secret ballot.
2. In the event of a tie the current Chair or the Practice Manager (in the case of the office of Chair) has the casting vote.

9. Report and Accounts

At each AGM the Committee shall present a report of the activities of the group and it's proceedings during the previous year. This shall include a statement of accounts up to the end of the group's financial year preceding the date of the AGM.

10. Dissolution

Should dissolution be necessary then any remaining money, after payment of debts, shall go to a health related group or charity. This charity to be decided by the Committee.

11. Notice and application of constitution

A copy of the constitution must be given to any patient upon request.

12. Amendments to the constitution

1. If any patient wishes to amend the constitution they must send notice of the amendment to the Secretary at least two weeks prior to the AGM. The amendment must be supported by at least five group members.

2. Should it be necessary to amend the constitution in between AGMs this can be done at an Extraordinary General Meeting called specifically for the purpose. The same rules for notice of an AGM apply for an EGM.