

Burnley Medical Practice

PATIENT PARTICIPATION GROUP CONSTITUTION

1. NAME

The name of the group shall be Burnley Medical Practice Patient Participation Group (the PPG) as the patient participation group of the Burnley Medical Practice (the Practice). The PPG is a members voluntary organisation.

2. ASSOCIATION

The Group may be affiliated to the National Association for Patient Participation (N.A.P.P.) as approved by the PPG.

3. OBJECTIVES

The Group is established to:

- Inform, involve and consult patients and their carers on healthcare provided by the Practice;
- Contribute to the continuous improvement of healthcare through the Practice;
- Improve communication between the Practice and its patients and their carers;
- Help patients to take more responsibility for their own health;
- Provide practical support and help to implement change.
- Comply with NHS England NHS GP contract PPG requirements from time to time.

4. MEMBERSHIP

Membership shall be open and free to all patients aged over 16 registered at the practice and their carers.

5. COMMITTEE & OFFICERS

The Committee shall consist of up to four Officers as required - a Chair, Vice-Chair, Secretary and Treasurer (if appointed) nominated and elected annually. When required by the committee, the Practice will be represented by a Partner and/or a senior administrator as nominated by the Practice. These practice representatives are not eligible to vote.

The Committee shall meet as needed between two annual general meetings (AGM), at such times and place as the Practice and the Committee and/or the PPG decide. The Committee shall be empowered to manage the affairs of the PPG and take any action on its behalf to further the objectives of the PPG. Three members of the Committee shall constitute a quorum. The Committee may co-opt further members of the Committee from other members of the PPG and patients and carers of the

Practice on any vacancy occurring among its number until the AGM of the PPG. All members of the Committee shall be at least 18 years old. If necessary decisions of the Committee shall be by simple majority vote of all members of the Committee present and voting. In the event of a tie the Chair shall have a casting vote.

Minutes of Committee meetings shall be taken and kept and approved at the following meeting as a true record of the meeting.

6. FINANCE

In the event that the Group raises funds all such funds collected by the Group shall be handed to the Treasurer who shall pay the same into a bank or building society account in the name of the PPG at such bank or building society as Committee may from time to time decide. Any two Officers of the Committee must sign all cheques. Accounts will be kept if funds are obtained to be presented at the AGM.

Out of pocket expenses on behalf of the PPG may be claimed at any Committee meeting. If funds are not raised for the purpose, the reasonable day to day running expenses of the PPG may be met by the Practice at its discretion.

Annual associate membership may be paid by the practice to N.A.P.P at its discretion..

7. ANNUAL GENERAL MEETING

An AGM shall be held annually. Notice of the day, time and place will be given on the Practice notice boards, and the Practice website. Notice of the meeting shall be posted a minimum of 21 days beforehand. Any item for the agenda shall be sent to the Secretary and Chair for consideration at least seven days before the AGM. 5 members shall constitute a quorum to transact business. If the quorum is not reached the meeting shall be informal. If necessary decisions of the PPG shall be by simple majority vote of all members present and voting. Proxy voting is not permitted. In the event of a tie the Chair shall have a casting vote.

8. SPECIAL GENERAL MEETINGS

May be called at any time by the Committee to discuss developments or matters that arise or that require wider consultation. No quorum is necessary unless a vote is to be taken, in which case the quorum is 5 members. Voting as for an AGM.

9. ELECTION & RETIREMENT OF COMMITTEE MEMBERS

All Officers and Committee shall 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 by simple majority vote of all members present and voting. In the event of a tie the Chairman has the casting vote.

10. ACTIVITIES OF THE PPG

The Chair shall be the public representative of the PPG as required, shall conduct PPG and Committee meetings and keep order at them, shall set the agenda for PPG and Committee meetings, and monitor progress of any actions approved by the PPG. The Chair shall sign documents on behalf of the PPG.

Members of the PPG must comply with the Nolan Committee Principles of Public Life which include selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The PPG shall not interfere in or take up individual patient clinical issues other than as notice of general healthcare issue for the Practice.

11. REPORT & ACCOUNT

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, with a statement of accounts, if any, up to the end of the financial year on 30th June preceding the date of the AGM.

12. DISSOLUTION

If upon winding up or dissolution of the Group there remains, after the satisfaction of all its debts and liabilities, any funds or other property whatsoever shall be given or transferred to the N.A.P.P or other similar charity.

13. NOTICE & APPLICATION OF CONSTITUTION

Any member of the Group shall upon request be supplied with a copy of this Constitution.

14. ALTERATION TO THE CONSTITUTION

This Constitution 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. No proxy voting permitted.

15. ADOPTION OF THIS CONSTITUTON

The Constitution was adopted at a meeting of the PPG and signed by the Chair elected at that meeting. One copy to be held by the Practice.

Signed:.....