

Slade Green Medical Centre Patient Participation Group Constitution

Aims.

- To represent the patients from both practices, and represent their views, ideas, concerns as well as positive feedback to the surgeries. To be a point of contact for the surgery in matters for joint consultation.

Functions.

- Patients supporting patients, both by representing them as part of the Group in consultation issues, and by organising educational meetings for patients in co-operation with the medical professionals.
- To support the surgery professionals in decision-making, where needed.
- To be a conduit for patients' views and hence enable better communication between Practice and Patients.
- Fundraising, in order to support the above functions.
- To co-opt guests with professional specialist knowledge.

Membership.

- Open to all registered patients who express an interest in belonging to the Group.
- Volunteers.
- All members should be patients plus one representative of the Practice this can be any member of the practice and could be on a rotational basis.

Group Etiquette.

- Respect should be shown to all parties, and respect for their privacy outside the Group.
- Confidentiality - members should not discuss privileged confidential information with non-members.
- Allow others to speak, take turns in speaking.
- Contact details of members may be shared among the Group but not with non-members.
- If a Group member has noticed a general problem with the Surgery, which might invite constructive comments from the Group, it may be aired within the Group. However, specific personal complaints must not be brought to the Group, but should be dealt with in the normal manner. The surgery Representative should not be expected to deal with individuals' medical matters within the Group. All Group members must be aware of their privileged position and should not abuse it by requesting favours or otherwise. Anyone found abusing their position will be asked to leave the Group.
- The constitution may be amended by a majority vote. One vote for each listed member of the Group.
- Decisions can be taken by a majority vote of the members present at any meeting, except for changes to the constitution, chair, secretary or treasurer.
- Changes to Constitution, Chair, Secretary or Treasurer will require a consultation with all members of the group.

Responsibilities of Group Members

- Attendance at meetings, where possible.
- If unable to attend meetings can become a member of the virtual group.
- Apologies to be relayed to the Chair and /or Secretary if unable to attend a meeting.
- The practice representative who attended the last meeting must inform the chair and/or secretary if they agree or disagree the minutes are a true account, if they are not attending the following meeting.

Responsibilities of Surgery to Group

- To provide a representative of the surgery to be part of the Group.
- To provide a meeting place.
- To provide administrative support when needed, if agreed.
- To provide feedback, usually via the Practice representative.
- To provide a Liaison officer, eg receptionist, Practice manager, etc, who need not be part of the Group itself but who can be another point of contact.
- To provide a space for the PPG to advertise (noticeboard)

Roles within the Group, and their responsibilities

Chair

- can be any member appointed by the Group on a majority decision.
- organises meetings.
- organises reminders for meetings.
- co-ordinates group functions and acts as chair for meetings.
- collects views and opinions of members, and discussion points for agenda.

Secretary

- takes minutes and sends them to members.
- organises posters and written material as needed.

Treasurer

- responsible for paying in funds to Group account and organising withdrawal of money as decided by the Group.
- responsible for maintaining records of accounts and finances.
- To present annual report
- Being one of three signatories
- Two signatures required to withdraw funds.

Meetings.

- One meeting every 6-8 weeks.
- Date of next two meetings to be agreed at the end of each meeting..
- Reminders to be issued in the week preceding each meeting, either by phone or by e-mail and poster.
- Extraordinary meetings may be called when needed.

Resources.

- A financial account is to be held at a bank in the name of the Group.
- There should be 3 signatories (non-related people). The three signatories should be current Group members, and one of them should be the Treasurer; the other two will

usually be the Secretary and Chair. Two signatures will be needed for any cheques or withdrawals.

- Donations and fundraising monies should be placed in the account by the Treasurer within 2 weeks of receipt.
- Copies of bank statements and receipts to be made available to any member upon request, and in any case, provided by the Treasurer at the end of each financial year.
- Use of financial resources to be made by agreement of the Group.

	Name	Signature	Date
Chair			
Secretary			
Treasurer			
Surgery Representative			