

Caythorpe & Ancaster Medical Practice

Patient Participation Group

Constitution

Name

The name of the group shall be the Caythorpe & Ancaster Medical Practice Patient Participation Group. (PPG)

Association

The PPG is affiliated to the National Association for Patient Participation (N.A.P.P.)

Object

The object of the PPG is to promote and sustain co-operation between the practice and patients to the benefit of both.

Aims and Objectives

The aims and objectives of the PPG are :

- to support and build a two-way relationship between patients and the practice.
- to advise on the developments and the continual improvement of the practice.
- to seek out and listen to the views of patients, carers and staff, especially those individuals and groups whose voices are not usually heard.
- to raise issues for consideration that are evidence based and which demonstrate that they are a matter of wider concern.

Whilst these are the initial aims and objectives of the PPG they are open to change and discussion by the PPG and the practice to ensure continual development and improvement.

The PPG is not for considering individual member's specific problems. These must be addressed with the Practice Manager at the surgery.

Management of the Group

- The PPG will consist of no more than twenty individuals including its officers, namely: Chairman, Vice-Chairman, Secretary nominated and elected annually at an Annual General Meeting.
- Patient Participation Group Online (PPGO) shall be open and free to all patients and staff of the Caythorpe & Ancaster Medical Group and not limited to any number.
- Membership of either group does not confer any prior claims on the Practice or any right to preferential treatment.
- Membership of both groups shall be terminated in the event of a member ceasing to be a patient of the practice or member of staff.
- The PPG may co-opt members of PPG Online for specific tasks, as the need arises. The co-optees will not have voting rights.
- The PPG may fill any vacancy occurring among its numbers until the next AGM.

- There should be at least one representative of the Practice at each meeting. One member of the practice shall be a PPG member entitled to vote. In their absence the Practice will nominate its own alternative representative, who will attend the meeting in an advisory capacity and vote in their absence.
- The PPG shall endeavour to meet not less than four times a year and four members will constitute a quorum.
- Decisions will be taken by a simple majority vote in which the Chairman shall be entitled to vote. In the event of a tie the Chairman shall have the casting vote.

Finance

The PPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses on behalf of the PPG may be claimed from the practice. Annual associate membership shall be paid to N.A.P.P. by the practice.

Annual General Meeting

An AGM shall be held annually. Notice of the day, time and place will be given via notice boards and practice website and by Email to the PPG Online. Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

Election of PPG Members

All PPG members 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.

Annual Report

The PPG shall present at each Annual General Meeting a report of the activities of the PPG during the previous year.

Notice and Application of Constitution

This constitution will be available on the practice website or in hard copy if requested from the practice.

Alteration to the Constitution

This constitution will be considered at the AGM and reviewed and amended as required by the PPG.

Review

This Constitution will be reviewed by the PPG if required.

This Constitution was adopted at a meeting of the PPG on