

SOMERTON/BUTTERCROSS & ILCHESTER PATIENT PARTICIPATION GROUP [PPG] CONSTITUTION

UPDATED 18-01-2018

1 OBJECTIVES

- 1.1 To give patient representatives the opportunity to meet their health professionals and discuss topics of mutual interest.
- 1.2 To encourage patient health education activities within the combined practice.
- 1.3 To develop self-help projects to meet the needs of patients.
- 1.4 To act as representatives to influence the local provision of health and social care.
- 1.5 To advise on how money which has been donated to the combined practice should be spent.
- 1.6 To support the combined practice's health care professionals.

2 MEMBERSHIP

- 2.1 Any adult registered as a patient with the Buttercross Health Centre or Ilchester Surgery may seek membership of the Patient Participation Group (PPG).
- 2.2 Full membership is limited to **TWELVE** at any one time.
- 2.3 Members normally serve for a period of three years, this period being renewable in the event there are no potential members on the waiting list.
- 2.4 In the event that a member does not attend for three consecutive meetings and has not sent an apology, he/she will be deemed to have resigned.
- 2.5 In addition to full members, there may be an unlimited number of associate members. Any adult who is registered as a patient of the combined practice may seek to become an associate member given they have access to online facilities.
- 2.6 Associate members will receive copies of each meeting's agenda and minutes and any associated documents.
- 2.7 Associate members are encouraged to contribute to the work of the PPG by communicating with the Secretary via emails. Full members will be advised of such communications at the full members' meeting.
- 2.8 The PPG may, from time to time, canvass opinion on any relevant matter from all patients served by the combined practice and the wider community.

3 MEETINGS

- 3.1 Any non-member patient or non-patient may attend meetings as a guest having requested, and been issued with, an invitation, through the Chair.
- 3.2 It is anticipated that representatives of Symphony Healthcare Services (SHS) staff will, as appropriate, attend meetings to provide live updates and address issues raised by members.
- 3.3 SHS staff who attend meetings will be considered to be 'Permanent Guests' of the PPG.
- 3.4 The PPG retains the right to hold extraordinary meetings attended only by members. No guest, permanent or otherwise, may attend such a meeting unless specifically invited by the group through the Chair.

4 VOTING

- 4.1 Only full members of the PPG are entitled to vote

For a motion to be carried it must achieve a majority of votes cast.

5 OFFICERS

5.1 The PPG will elect a Chair, Vice Chair, Treasurer and a Secretary.

5.2 No-one may hold the office of Chair or Vice Chair for more than three consecutive years without an intervening period of at least one year, EXCEPT THAT a retiring Vice Chair may stand immediately for the post of Chair.

5.3 The Secretary will distribute the Agenda to all members, full and associate, and Permanent Guests. He/she will also take minutes and distribute them to the same recipients.

5.4 The official minutes are those approved by the group and signed by the Chair. They will be held by the Secretary.

5.5 The minutes – without any confidential matters - will be made available to any patient on request and notes will be posted on the website.

5.6 The Permanent Guests will ensure that such PPG matters and notices that are of general interest will be communicated via the practice's website, community websites and local publications.

5.7 The PPG in association with SHS staff will undertake to host regular briefing sessions in Ilchester and public meetings in both Ilchester and Somerton.

5.8 The Treasurer shall, on request, provide the PPG members with account summaries and address questions raised in relation to the PPG's finances.

5.9 The Treasurer shall hold the cheque book. Cheques may be signed by any two of: the Chair, the Vice Chair, the Secretary, the Treasurer.

6 MEETINGS

6.1 A schedule of the following year's meetings of the PPG will be agreed no later than 31 October and subsequently displayed at both sites and on the website.

7 QUORUM

7.1 The group will be quorate with an attendance of five full members.