

**CONSTITUTION FOR
ARDEN MEDICAL CENTRE PATIENT PARTICIPATION GROUP (P.P.G.)**

1. TITLE

1.1 Constitution for Arden Medical Centre PPG.

2. BACKGROUND

2.1 The PPG Group was formed in 2000 both to support Arden Medical Centre in order to assist in its transfer to Downing Close and to provide a link between patients and the practice.

2.2 It is now a contractual requirement for medical practices to have a PPG. This is laid down in statute by the Health and Social Security Act 2012 (???)

3. OBJECTIVES

The objectives of the Patient Participation Group are to:

3.1 Provide liaison between our patients and the Arden Medical Centre practice.

3.2 The PPG shall consult with patients in order to improve the quality of healthcare and provide a patient-led service. This will include electronic communications.

3.3 Assist the practice in order to benefit patient healthcare and wellbeing.

3.4 Participate with National Association for Patient Participation guidelines on issues relating to the provision of health care.

3.5 Assist in the provision of health promotion and education.

3.6 Participate in fund raising activities for the practice as decided by the Committee.

4. MEMBERSHIP

4.1 The practice shall encourage membership of the PPG from patients of the Arden Medical Centre along with representatives from the practice.

4.2 Limitations on membership shall only be placed on membership if there are logistical problems.

4.3 The PPG shall encourage electronic communications with patients in order to broaden the base of the PPG Committee.

5. MANAGEMENT

5.1 The Group shall be managed by a Committee of no less than 5 members of the Group who shall have full voting rights plus up to 2 representatives of the practice staff. The Committee shall serve for three years and will be eligible for re-election for up to 9 years.

5.2 The committee shall elect from among their number:

Chairperson
Secretary
Treasurer

The management committee shall have the right to co-opt members to improve the efficiency of the PPG group.

5.3 The Committee shall be reviewed and re-selected every three years.

5.4 Vacancies occurring during the year may be filled by a majority vote of the Committee and such members shall be eligible for selection.

5.5 The PPG Annual Review (which will take place annually) will focus on:

- Objectives for the year
- Review of previous year
- Review of finances
- Re-election of Committee
- Patient feedback

5.6 The PPG AGM will be publicised by the practice to allow for all patients to attend if they so wish.

5.7 Committee members not attending 4 consecutive meetings will be subject to review and re-selection at the discretion of the committee.

5.8 A minimum of 4 meetings will take place each year.

6. PPG AIMS

6.1 Maintain membership of NAPP, paid for by the Practice.

6.2 Attend PPG Area meetings and all relevant meetings identified.

6.3 Co-operate with other bodies operating in furtherance of the Objectives and to exchange information and advice.

6.4 Support other charitable trusts and/or associations where appropriate.

6.5 Appoint and constitute such subcommittees as identified by the Committee.

6.6 Create and produce quarterly PPG Newsletter

7. FINANCE

7.1 The financial year of the Group shall commence on the 1st January each year.

7.2 Funds raised will be held by the Practice Manager who will report to the Committee as required.

7.3 An annual review will be undertaken at the first meeting of the year.

7.4 The objectives of the Group will be discussed and set at the first meeting of the year.

7.5 Funds shall be administered by the Practice Manager and allocated by agreement of the Committee after consultation with the practice. A treasurer's report will be provided quarterly

7.6 The Committee will raise funds to enhance services for patients. This can include the provision of equipment.

7.7 The expenditure of funds will be discussed and agreed by the PPG Committee.

7.8 The Committee shall not undertake any permanent trading activities and shall conform to any requirements of the law.

7.9 The Practice will fund PPG expenses (up to £150 per financial year).

8. CONSTITUTION

8.1 The constitution agreed may be altered by a resolution passed by not less than two-thirds of the members present at the annual review. The annual review should be quorate to allow constitutional change.

8.2 There should be a minimum of 5 members present for the annual review meeting to be quorate.

8.3 Dissolution. If the Working Committee decided it is necessary or advisable to dissolve the Group, not less than 14 days' notice of an Extra-ordinary General Meeting shall be given. This notice must state the terms of the proposed resolution and shall be posted at the practice.

9. PPG members

9.1 The elected PPG will do everything in its power to uphold the Constitution, its objectives and aims.

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