

Constitution of the Patient Participation Group (PPG)

Name

The name of the group shall be: **St Peter's Medical Centre Patient Participation Group (PPG)**

Association

The PPG may be affiliated to the: **Harrow Patients Participation Network (HPPN)**

Aim

To assist the Practice in continuing to improve provision of healthcare and to facilitate and enhance communication between patients and the Practice, using a variety of methods.

Objectives

1. Contribute to continuous improvement of services.
2. Improve two-way communication between the practice and its patients.
3. Provide practical support and help to implement change.
4. Build positive relationship between the practice, its patients & the wider community

Membership and Management of the PPG

1. PPG membership will be open to all registered patients of the Practice. When patients register they will be invited to join.
2. Members may participate in either or both of the following:
 - A PPG Core Group who will meet at least 5 times a year. The Core Group will consist of a minimum of 7 and a maximum of 24 patient volunteer representatives, plus at least one clinical and one management representative from the practice, at least one of whom should be a Partner.
 - A Virtual 'on line' closed group, created when practically possible. This shall be open to all patients and staff of the Practice and not limited in number. Moderation of this group shall be shared between the Practice and a member of the Core Group.

Meetings of the Committee

1. The PPG will endeavour to have at least 5 meetings a year, usually at the Practice. 2 weeks' notice will be provided for each meeting together with an agenda (after inviting items for inclusion from both the Core Group and online groups) and minutes from the previous meeting. The Core Group may organise its own meetings as necessary for specific reasons. This quorum shall be five members, plus at least one officer and one member of the practice team.
2. The PPG may establish sub-groups and working parties to deal with specific issues subject to an annual review of the sub-group continuing effectiveness.
3. The PPG Core Group may co-opt additional members including from the online group for specific projects.

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4. Any resolution within the pre-published agenda will be decided by a simple majority of PPG Core Group members present. The chairperson of that meeting being able to use a casting vote in the event of a tie.

Officers of the PPG

The officers will be a Chairperson, Deputy Chairperson, and Secretary. The position of Treasurer will be added if and when needed. Officers will serve for 3 years and may stand for re-election.

The officers of the PPG will be elected at the AGM. If any elected position becomes vacant for any reason, then this may be filled by a co-option. The co-opted member would serve in the first instance for the remainder of the elected term.

Finance

At the present time the PPG does not raise or hold funds. This might change in the future. If any monies were raised on behalf of the PPG, then all of those monies should be applied to further the objectives of the PPG and for no other purpose. In such a situation a Treasurer would need to be elected and the Treasurer will need to keep appropriate books and records and prepare annual accounts and present a report at the AGM, and report as necessary at regular Core Group meetings.

Annual General Meeting (AGM)

An AGM should be held in March. Notice of the day, time and place will be given 2 weeks beforehand via as many lines of communication as possible. Any item for the AGM should be sent to the secretary for consideration, if possible at least 2 weeks before the AGM date. At the AGM any elections of PPG Core Group members or officials will take place. At the AGM the PPG chair shall present a report of the activities of the PPG during the previous year.

Alterations to the Constitution

The Constitution will be considered at the AGM. Notification of any proposed changes will be given at least 2 weeks prior to the AGM. Changes will be decided by a majority vote, the Chair having a casting vote in the event of a tie.