

**Old Henry Street**



**Medical Centre**

# Patient Participation Group

## Constitution

### 1) **NAME:**

The name of the group shall be the Old Henry Street Medical Centre Patient Participation Group

### 2) **Aims:**

- Keeping in touch with and listening to patients and reporting their views
- Maintaining close links with and putting forward ideas to the Practice
- Helping the Practice move forward in light of the changing role of General Practitioners
- Supporting the Practice in its strive for excellence
- Assisting in the monitoring of Practice standards
- Relaying of information to you, the patients, on a regular basis
- Helping to improve the quality of care provided by the Practice

The group is happy to pass on compliments and suggestions but does not deal with complaints or discuss anything relating to any individual patient.

### 3) **Objectives:**

The objectives of the group shall be to promote the benefit of the patients of the Old Henry Street Medical Centre without distinction of gender, race, colour or political, religious or other opinions or characteristics of individuals by encouraging development and quality of health promotion and health care services; to achieve this aim by liaising with the doctors and staff, other community health workers, Health Authorities and other persons or organisations concerned with health care.

The group shall be non-party in politics and non-sectarian in religion. The group shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar charitable objects. The Group shall at all times respect diversity and will be committed to the principles contained within the Equality Act

**4) Membership:**

This shall be open to any patient of the Practice. Any patient may nominate themselves for election to the Committee at the Annual General Meeting. Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group.

**5) Annual General Meeting:**

Once in each year, in the month of May, an Annual General Meeting shall be held at which any patient of the Practice shall be entitled to attend. The date of this meeting shall be advertised in the Practice not less than 14 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report from the Committee and the audited statement of accounts; of appointing Committee members; of making recommendations to the Committee and when necessary voting on proposals to amend this constitution in accordance with clause 11; of appointing an auditor for the accounts

**6) The Committee and Executive:**

The Annual General Meeting shall elect a maximum of 12 members who must be patients of the Practice. Any patient can nominate themselves. At its first meeting immediately after the Annual General Meeting in each year the Committee shall appoint an Executive consisting of a Chairperson, Secretary and Treasurer to which it may delegate any or all of its powers as it from time to time decide.

The Committee shall have the power to co-opt members from time to time provided that the total number of co-opted members does not exceed one half of the total of elected members. Co-opted members who are patients of the Practice shall have an equal vote on Committee with the elected members.

All members of the Committee and Executive shall retire annually at the Annual General Meeting but shall be eligible to be elected or co-opted again. Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

**7) Voting:**

Subject to clause 11 all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall exercise more than one vote. In case of equality of votes the person chairing the meeting shall have a second or casting vote.

**8) Quorum:**

One third of members shall form a quorum at meetings of the Committee. Eight patients shall form a quorum at the Annual General Meeting.

**9) Minutes:**

Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions.

**10) Finance:**

All monies raised by or on behalf of the Group shall be applied to further the objects of the Group and for no other purpose. The Treasurer shall keep proper accounts of the finances of the Group. The accounts shall be audited once a year. An audited statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.

**11) Dissolution:**

If the Committee decides at any time that on any grounds it is necessary to dissolve the Group it shall call a Special General Meeting. If such a decision is confirmed by the simple majority of those patients present at the meeting the Committee shall have the power to dispose of any assets held by the Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be applied towards the benefit of the patients of the Practice as the Committee may decide.

**12) Alterations to the Constitution:**

Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 14 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting. An alteration will require the approval of a two thirds majority of Committee members or a simple majority of those voting at the Annual General Meeting. Notice of such meeting must be given in accordance with normal procedures.

This constitution was adopted as the Constitution of the Old Henry Street Medical Centre PPG at a meeting of the founding Committee at the Old Henry Street Medical Centre, Old Henry Street, Leigh, Lancashire WN7 2PG, on the 11<sup>th</sup> May 2011.

Signed: (original signed copy on file)

Chairperson **Alan Dutton**

Secretary **Judith Johnson**

Treasurer **Sandra Andrusjak**