**St Luke’s Primary Care Health Centre Patient Participation Group (PPG)**

 **CONSTITUTION**

The group shall be called St Luke’s Primary Care Centre Patient Participation Group (PPG)

**AIMS**

a) Give patients a voice in the organisation of their care.

b) Provide two-way feedback to the practice about patient needs, concerns and interests and to patients about any information which may affect their healthcare.

c) Act as a ‘critical friend’ that can be consulted on service, development and provision.

d) Assist the practice by arranging voluntary groups or support within the community.

e) Encourage and support Health Education activities within the practice and promote preventative medicine.

f) Liaise with other local PPG’s and be represented at meetings of West Northampton PPG’s.

**MEMBERSHIP**

1. People who are 16 and over and are registered at St. Luke’s Primary Care Centre can become a member.
2. Members should have an interest in assisting the group to achieve its aim and is willing to adhere to the rules of the group.
3. Membership is ongoing and we keep an up to date membership list.
4. It shall be the responsibility of the Chair to Chair all meetings or to designate a Deputy in his/her absence.
5. All members shall be given at least 14 days’ notice of when a meeting is due to take place, unless it is deemed as an emergency.
6. Any member of the group may resign his/her membership by providing the Chair or Secretary with written notice.
7. The membership of any member may be terminated for good reasons by the Committee. Members have the right to appeal via an independent adjudicator determined by mutual agreement of the Committee.

**MANAGEMENT**

1. The Group shall be administered by an Executive Committee of the officers and the quorum of members for this meeting is 5.
2. The officers of the Executive Committee shall be the Chair, Vice Chair, Secretary, Practice Manager, and any additional Executive Officers the Group deem necessary at the meeting to organise for the successful implementation of any activities.
3. Officers will be elected for a period of up to one year but may be re-elected at the Groups AGM.
4. The Committee may appoint another member to fill a vacancy.
5. Voting at Committee meetings shall be by a show of hands. If there is a tied vote then the Chair should have a second vote.
6. Meetings shall enable the Group to discuss actions and monitor progress to date and to consider future developments.
7. Every effort will be made to ensure that membership of the Committee reflects a cross section of the patient group as a whole and without discrimination.
8. All PPG meetings will be held at St. Luke’s Primary Care Centre. In addition to the bi-monthly meetings, the Committee may decide to hold interim meetings which will be used to progress plans and proposals in line with the PPG aims and to consider its responses to practice initiatives.
9. Minutes of the meetings are available to all PPG members and Reference Group and are freely available on the practice website.
10. All members will focus on Practice related issues discussed in open, honest and constructive debate.
11. All communications to and from the PPG and the Practice Partners shall be submitted by the PPG Chair. This is to provide a Single Point of Contact to Practice Partners, thus preventing multiple communications from Multiple members, therefore reducing volume and potential confusion.

**FINANCE**

1. Any money obtained by the PPG shall be used by the Group.
2. Any bank accounts opened by the PPG shall be in the name of the Group.
3. Any cheques issued should be signed by two from the Treasurer, Chair, Deputy Chair and Secretary.
4. Any income/ expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget.
5. The accounts may be seen by anybody on request.
6. Members cannot receive any money from the Group, except to refund reasonable out of pocket expenses.
7. An annual financial report shall be presented at the AGM.
8. The groups accounting year shall run from November- November.

**AGM**

1. The Group shall hold on AGM in the month of November.
2. All members shall be given at least 14 days’ notice of the AGM and still be entitled to attend and vote. The quorum for the AGM shall be 5 members.
3. The business of the AGM shall include receiving reports from the Committee of the activities of the PPG over the year. Electing a new Committee and considering any other matters as may be decided.
4. To consider and vote on any proposals to alter the Constitution.
5. To consider any other business of which due notice has been given.

**ALTERATIONS TO THE CONSTITUTION**

Any changes to the Constitution must be agreed by at least two thirds of those members present and voting at any Annual General meeting.

**DISSOLUTION**

If the Committee consider it necessary for the Group to be wound up, they must call a General Meeting and it must be agreed by two thirds of members present. On dissolution of the PPG, all surplus assets will be transferred to St. Luke’s Primary Care Centre and used at the discretion of Partners for the benefit of patients.

This Constitution was adopted at a PPG meeting of the Group November 2019 at St. Luke’s Primary Care Centre.

**Signed:**

CHAIR

VICE CHAIR

SECRETARY

**CODE OF CONDUCT**

1. Members are required to declare any interest that may conflict with their role in the Group.
2. All members will be contacted in advance and invited to raise items to be placed on the agenda.
3. Members should send apologies if unable to attend a meeting.
4. Only one person to speak at a time (no ‘side conversations’).
5. Treat each other with respect, even if you do not agree with things that are being said.
6. Challenge politely.
7. Mobile phones to be switched to silent mode/off.
8. Discussions should stick to the agenda.
9. Meetings are not to talk about individuals or politics, but Practice related issues.
10. Everyone must respect confidentiality dealing with sensitive and privileged information and will not discuss these outside of the meeting.
11. If someone is disruptive or uncooperative at any time, they can be asked to leave the PPG.
12. If someone can no longer commit to the PPG, they must inform the PPG by contacting the Chair of Secretary.

Last updated November 2019