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| **ST LUKE’S PRIMARY CARE CENTRE PATIENT PARTICIPATION GROUP****CONSTITUTION** |

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

**Mission Statement**

To assist the practice in continuing to improve its provision of primary care for all patients by

* Improving communication and understanding between all staff and patients.
* Ensuring that the views and needs of patients are at the heart of decision making.

**Objectives**

* Give patients a voice in the organisation of their care.
* Provide two-way feed back to the practice about patient needs, concerns and interests and to patients about any information which may affect their healthcare.
* Ensure that patient information and advice are readily available and clearly presented.
* Assisting the practice by arranging voluntary groups or support within the community
* Encourage, support or provide health education activities within the practice and promote preventative medicine.
* Liaise with other local patient participation groups and be represented at meetings of West Northampton PPGs.
* The PPG has an option to arrange fund-raising activities (to improve facilities at the practice).

**Administration**

* The business of the PPG shall be managed by the Committee as set out in this constitution.

**Membership**

* Membership is open to all patients over the age of 18 and to Practice staff. Membership shall end in the event of a member ceasing to be a patient or staff members of the Practice.

**Management**

Management of the group

* The Committee will consist of a minimum of five and maximum of fifteen members made up of patients and staff.
* Four (five) officers drawn from the Committee will serve as Chairman, Vice-Chairman, Secretary and Vice-Secretary (Treasurer).
* Officers will be elected for one year at the Annual General meeting.
* Officers may offer themselves for re-election at the AGM. If more than one nomination is received for an officer position, then a vote of all committee members present must take place.
* The maximum term of continuous office in any post is three years.
* 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.
* The committee may co-opt non-committee members for specific tasks. Co-opted non-committee members will not have voting rights.
* Any Committee member who wishes to resign should contact the Chairman.

**Annual General Meeting**

* The Annual General Meeting of the PPG will be held each calendar year. 21 days’ notice of the date of the AGM will be published in the surgery and on the practice website.

**Annual Report**

* The Committee shall present at each Annual General Meeting a report of the activities of the PPG and a summary of its own proceeding during the year.

**Committee Meetings**

* The Committee aims to hold four quarterly meetings including an AGM. The Practice manager and/or a nominated Partner to attend quarterly meetings and staff members to be invited ad hoc. Five members, one of which will be an officer, shall constitute a quorum. In addition to the formal quarterly meetings, the committee may decide to hold interim meetings without the presence of a staff member. These meetings will be used to progress plans and proposals in line with PPG objectives and to consider its responses to practice initiatives.
* Minutes of quarterly meetings are provided to Committee members and are freely available on the Practice website. Information about PPG activities will be displayed on the screens in the waiting rooms (and on the PPG notice board).
* All meetings are held at St Luke’s Primary Care Centre.
* All meetings will focus on practice related issues discussed in open, honest and constructive debate.

**Confidentiality**

* Members may agree that information shared within a meeting is of a confidential nature and decide that details should be minuted in an abridged form.

**Constitution**

* It is proposed that this Constitution be adopted at the AGM to be held in September 2014.
* Any of the rules set out in the constitution may be altered or waived by a resolution passed at an AGM of which proper notice has been given to all members. A majority of two thirds of Committee Members must be present and voting is necessary.

**Dissolution**

* The PPG may be dissolved by a two thirds majority of members present and eligible to vote at an AGM. A motion for dissolution must be advertised with the notice of the forthcoming meeting. 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.