

Simpson House Medical Centre

Patient Participation Group

CONSTITUTION

1. **Name**

The group shall be called SIMPSON HOUSE MEDICAL CENTRE PATIENT PARTICIPATION GROUP (Simpson House PPG).

2. **Association**

Simpson House PPG is affiliated to the National Association for Patient Participation (NAPP)

3. **Aim**

To promote co-operation and strengthen the relationship between the Practice and the Patients in order to help improve health care and keep the patients at the centre of decision-making.

4. **Objectives**

- To improve communication between the patients and all partners and staff at Simpson House Medical Centre and identify areas of need and where improvements for the patient experience can be made.
- To communicate and liaise with other PPGs in the area, to have an input on the CCG and represent the patients of Simpson House beyond the Practice.
- Organise and develop local surveys with patient input.

- Use information gathered to discuss problems and develop action plans for potential improvements to the Practice.
- Gain an understanding of issues that affect patients and develop action plans that address such issues.
- To assist in promoting health education and awareness on topics of interest and relevance to patients.
- To publicise and support activities and events within the practice and contribute to the production of a regular newsletter.
- To raise awareness of other support agencies in the area and how they can be accessed.
- To have the option to act as a focus for fund raising activities.

5. **Powers**

In order to fulfil the above objectives only, Simpson House PPG shall have the power to do whatever is necessary for the attainment of these objectives.

6. **Membership**

The Simpson House PPG is open to all patients of the Practice over the age of 18 years.

Membership will be terminated when a person ceases to be a patient of Simpson House Medical Centre.

7. **Executive Committee**

The Executive Committee will consist of a maximum of 10 members, to include the Chairperson, Vice Chairperson, Secretary and Treasurer (if there are fundraising activities) plus up to 6 other Group members, nominated and elected annually.

At least one Partner and a Senior Administrator, who will attend in an advisory capacity and ex-officio, will represent the Practice on the Committee.

The day-to-day management of the Group shall be conducted by the elected officers of the Committee, namely Chairperson, Vice-Chairperson, Secretary and Treasurer (if elected). Action taken on this basis shall be reported to the next meeting of the full Committee.

The Committee shall be empowered to manage the affairs of the group and take any action on its behalf to further the aims of the Group.

The Executive Committee may co-opt other members of the Group as required.

8. Finance

All sums collected by Simpson House PPG shall be handed to the treasurer who shall pay the same into an account in the name of 'Simpson House PPG' at such bank or building society selected by the committee at the earliest opportunity. All cheques must be signed by any two Officers of the committee. Out of pocket expenses incurred on behalf of the PPG may be claimed at any committee meeting.

9. Meetings

Annual General Meeting

- An Annual General Meeting will be held in April of each year.
- A minimum of twenty-one days' notice of the AGM shall be given.
- The Annual General Meeting is open to all members of the Simpson House PPG.
- The constitution may be reviewed at the Annual General Meeting.
- The Committee shall present at each Annual General Meeting a report of activities of the Group and its own proceedings during the previous year, with a statement of accounts, if any, up to the end of the financial year on 31 March preceding the date of the AGM.

Special General Meeting

- A Special General Meeting of the Simpson House PPG shall be called on application to the Secretary, signed by not less than sixteen members. Discussion at the meeting shall solely be on the item for which it was called. Twenty-one days' notice shall be given for a Special General Meeting.

Executive Committee Meetings

- The Committee shall meet at least four times a year.
- There will normally be seven days' notice of any meetings.
- The Committee may appoint sub-committees and delegate relevant powers to them.
- The quorum of the Committee shall be ten full members, including two elected officers.
- Notice of the day, time and place of all meetings and the Agenda will be given via notice boards at the Medical Centre, the Simpson House website and any other appropriate means. Executive Committee Members will be notified by email or post.
- All matters will be determined by the majority of those present. In the event of a tied vote, the Chairperson shall have a second or casting vote.
- Minutes shall be kept of the proceedings of all meetings.

10. Notice and Application of the Constitution

Any member of the Simpson House PPG shall, upon request, be supplied with a copy of this Constitution.

11. Alteration to the Constitution

This Constitution may be altered by a resolution passed at an AGM or a Special General Meeting, by a majority of at least two-thirds of the members present and eligible to vote. The appropriate notice must be given in the recognised manner and it must be stated that alterations to the Constitution are being considered.

12. Dissolution

The Group may be dissolved by a two-thirds majority of members present and eligible to vote at an AGM or a Special General Meeting. A motion for dissolution must be advertised with the notice of the meeting at which it will be proposed.

Upon dissolution of the Group, any surplus assets remaining after the satisfaction of all debts and liabilities shall be transferred to the National Association for Patient Participation (NAPP) as a donation.

06 June 2014