

# CONSTITUTION OF STRAND PATIENT PARTICIPATION GROUP

## 1. Title of the Group

The name shall be Strand Patient Participation Group (SPPG) (the Group) representing for the purposes of patient participation Strand Medical Group (the Practice) based at 1B The Causeway, Goring-by-Sea, BN12 6FA

## 2. The Group's Mission Statement

The Group aims to:

- Act as representatives of the Practice population
- Obtain feedback from patients
- Support the Practice
- Help improve the experience of the staff and patients attending the surgery

## 3. Group Membership and Organisation

- 3.1 Membership is free and open to all registered patients and staff of the Practice and shall be terminated in the event of a member ceasing to be either a registered patient or staff of the Practice
- 3.2 Registered patients and staff of the Practice who wish to become members may do so by contacting the Committee's Secretary
- 3.3 An Annual General Meeting of the Group will be held in September and all members may attend
- 3.4 Group meetings are not for expressing personal complaints
- 3.5 The Group will be managed through a Committee (the Executives of Strand Patient Participation Group) drawn from the Group
- 3.6 The Committee may, in exceptional circumstances, end the membership of a registered patient

## 4. Virtual Membership

The facility of virtual membership shall also be open to all registered patients and staff of the Practice. Communication shall be via email. Virtual members shall be sent information including newsletters

## 5. Committee

- 5.1 The Committee Officers will be composed of a Chair, Vice Chair, Secretary and Treasurer and be elected by the attending members (not virtual group members although if they are also members and attend they can take part in the elections) of the Group. These positions to have 12-month tenures from the month of September. Committee Officers can be re-elected. The elections will take place at a committee meeting, following the AGM in September

- 5.2 The Committee will invite regular representation from the Practice to attend meetings
- 5.3 For a Committee meeting to take place a minimum number of 5 members, one of whom must be a Committee Officer or the Practice Business Manager must be present
- 5.4 The Committee will endeavour to meet at least 6 times a year
- 5.5 The Committee will endeavour to send a representative to any PPG workshop or conference deemed appropriate
- 5.6 The staff at the Practice will provide administrative assistance to the Committee

## 6. Communications

- 6.1 The Committee will work closely with the Practice on topics of mutual interest
- 6.2 The Committee will maintain Minutes on all matters from a meeting and circulate them to Committee Officers and Committee members. Once approved the Minutes will be put on the Practice website
- 6.3 The Committee meetings are not for expressing personal complaints
- 6.4 The Committee will assist in improving communication in Practice leaflets and the Practice website as well as through notice boards, emails, texts and social media
- 6.5 The Committee will ensure that information and advice for patients shall be readily available and clearly presented
- 6.6 The Committee will be notified of meetings at least 7 days in advance and Minutes will be available no later than 3 days before a meeting
- 6.7 Additional meetings can be called as long as sub-section 5.3 requirements are met
- 6.8 The Committee will liaise with other Patient Participation groups and interested parties to increase awareness of developments and how these will impact and improve local services

## 7. Fund Raising

The Group has the option to assist the Practice in the provision of facilities, support services or equipment not normally provided by the NHS

## 8. Finance

- 8.1 The Treasurer shall maintain a bank account in the name of the Group into which funds collected by the Group shall be paid
- 8.2 The Treasurer, the Secretary and the Practice Manager shall be named as signatories or as required by the bank
- 8.3 A minimum of two signatures shall be needed to authorise any transaction one of whom to be the Treasurer or as required by the bank

8.4 All monies raised by the Group shall be applied to assist in the provision of facilities, support services or equipment not normally provided by the NHS

8.5 The Treasurer shall keep accounts of the finances of the Group

8.6 An audited statement of account for the last financial year shall be submitted by the Committee to the AGM

9. Ensure the Patient Perspective

9.1 The Committee will assist the Practice to conduct patient surveys, to represent the views on issues affecting the Practice and services within the community

9.2 The Committee will seek to develop and build up an extensive patient participation network via the Practice's website, the virtual PPG, by email, newsletters, face to face meetings and the waiting room notice board and will work towards the Group being representative of the registered patients

10. Alteration of the Constitution

The Constitution may be amended at either the AGM or an Extraordinary General Meeting by a resolution passed with a two-thirds majority of attendees, having given 4 weeks' notice of the proposed resolution

11. Dissolution of the Group

11.1 If the Group decides at any time that on any grounds it is necessary to dissolve the Group it shall call an Extraordinary General Meeting

11.2 If such a decision is confirmed by the simple majority of those present and voting at the meeting the Group shall have the power to dispose of any monies held by the Group. Any monies remaining after satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the patients of the Practice