

## **Constitution of the Mansfield Park Surgery Patient Participation Group**

### **Name**

1. The name of the group shall be "Mansfield Park Surgery Patient Participation Group" (herein after called "the PPG")

### **Objective**

2. The PPG is established to promote the effectiveness of Mansfield Park Surgery (herein after called "the Practice") by fostering the highest possible standard of primary care through the medium of patient participation.

### **Activities**

3. To assist the Practice in improving services to patients.
4. To represent patient views and improve communication between patients and the Practice.
5. To receive comments about the Practice and assist in responding to them.
6. To express opinions on behalf of patients in regard to Practice policies.
7. To contribute to the practice development process and comment upon any resulting action plans.
8. To assist the Practice on the education needs of the patient community in regard to preventative medicine, healthy lifestyle choices, appropriate use of healthcare services and any other areas as to improve the health of the patient community and the efficient use of medical resources.
9. To co-operate with the Care Quality Commission (CQC) and to influence the provision of primary and secondary healthcare and social care.
10. The Practice will seek to consult the PPG, through its officers, on any plans to significantly change to the way in which the Practice care and is managed.

### **Membership**

11. Any registered patient of the Practice over the age of sixteen is eligible to become a member of the Group through self-nomination and in doing so agrees to abide by and uphold the terms of this constitution
12. Registration of members shall be the responsibility of the PPG.

13. Membership does not confer any prior claims on the Practice or any right to preferential treatment
14. Members are not allowed to pursue individual issues and complaints for themselves or others through the PPG; instead, they should use the Practice's existing procedures.
15. Membership of the PPG shall be terminated:
  - a. In the event of a member ceasing to be a patient of the Practice.
  - b. If a member is absent from 3 out of 4 consecutive PPG meetings
16. To aid communications members agree to the disclosure of their names, postal and email addresses to the other PPG members and agree to the disclosure of their names and email addresses via the Practice website.

### **Officers and Structure**

17. The PPG shall annually elect a Steering Committee of up to 6 officers which shall include the PPG's chairperson, vice-chairperson and secretary.
18. The Steering Committee will be responsible for the day-to-day work of the PPG and can call upon other PPG members as needs require.
19. When not meeting, liaison between the PPG and the Practice will normally be through the officers of the PPG.
20. The Steering Committee is accountable to the PPG.
21. The elected officers shall remain in post for one year, and shall be eligible to stand for re-election.

### **Meetings**

22. The PPG will set its own frequency of meetings, but will meet a minimum of once every three months plus an Annual General Meeting (AGM).
23. Meetings shall normally take place at the Practice.
24. Each meeting will have a nominated Chair, usually the chairperson, vice-chairperson, secretary or ordinary member in that order.
25. Agendas will be circulated at least 7 days in advance, together with any papers. Minutes of a meeting will be issued within 14 days. The agendas and minutes shall be published on the Practice website.
26. Any registered patient of the Practice is welcome to attend any meetings of the PPG in observational capacity.

27. Up to a maximum of four members of the Practice staff can join any PPG meeting.
28. The Practice Partner, or their representative, will attend all PPG meetings unless requested not to do so for specific agenda items by the PPG.

### **Voting**

29. Only members of the PPG registered prior to the commencement of a meeting will be entitled to vote.
30. No Practice staff are entitled to vote.
31. A quorum of the PPG will consist of four registered members, including a Practice Partner, or their representative.
32. A simple majority is required for all matters except alteration of the terms of this constitution, which will require a two-thirds majority of the PPG and agreement from the Practice partners.
33. In the event of equality of votes, the Chair will have the casting vote.

### **Conduct of the business of the PPG**

34. The PPG will determine its own rules of business which will be recorded by and available from the secretary
35. When not meeting, the PPG will seek to carry out as much of its business as possible electronically.
36. Wherever possible the Practice will seek to support the PPG in its work; this will include financial support for activities agreed by both the PPG and the Practice.

### **Dissolution**

37. The PPG exists by agreement of, but is separate to, the Practice. It will be run autonomously within this constitution.
38. The circumstances under which the PPG can cease are:
  - a. By the withdrawal of consent for the PPG by the Practice partners
  - b. By the cessation of Mansfield Park Surgery as a practice

