1 **Name:**

The name of the Group shall be WORDSWORTH HEALTH CENTRE PATIENT PARTICIPATION GROUP (hereafter referred to as the Group).

2 **Objectives:**

The objectives of the Group shall be to promote the benefit of the patients of the Practice without distinction of gender, race, colour or political, religious or other opinions or characteristics of individuals by encouraging development and quality of health promotion and health care services; to achieve this aim by liaising with the doctors and staff, other community health workers, Primary Care Trusts and other persons or organisations concerned with health care. The Group shall at all times respect diversity and will be committed to the principles contained within the Equality Act.

The Group will NOT represent any patient with a complaint concerning medical treatment received from the Practice as there is a standard procedure for this which is available from the Practice Manager.

**3 Membership:**

The Group shall comprise of up to 6 members. Any patient may nominate themselves by completion of the application form for election to the Group.

Membership of the Group shall be open to all patients over the age of 16 who are patients of the practice (Verification will be required), after a written application. A short informal interview shall take place before candidate being asked to attend a meeting.

Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the Group.

Membership of the Group does not confer any preferential treatment.

The Practice will be represented on the Committee by a Partner and a Senior Administrator or other staff as nominated by the Practice.

The Group will determine the authorisation, kinds and amounts of expenses, which may be claimed by Committee and Group members.

Authorised out-of-pocket expenses on behalf of the Group shall be claimed at any Committee meeting, and reimbursed as soon as possible and no longer than two weeks later.

Items for an agenda must be given to the Secretary at least two weeks before the meeting as should notification of expected attendance by each Member. The Secretary will agree the agenda with the Chair before issuing it. A quorum for a meeting to be held is 4 whilst decisions need a majority of those present. If the Chair and Deputy Chair are both unable to attend a meeting, a Chair for the meeting shall be a volunteer from those present

**Patient Charter:**

The Group may from time to time conduct surveys on behalf of the practice in order to develop and monitor the Wordsworth Health Centre

**Meetings:**

To be held at least every 2 months.

The Practice WILL be represented on the Committee by a doctor and an admin member or other staff as nominated by the Practice for a meeting to be valid.

Secretarial assistance will be supplied by The Practice, for example; printing, room to hold meetings, notice boards, postage of minutes if needed to members.

The secretary (nominated, on the committee; has a vote) will circulate the agenda and minutes of all meetings to Members. As mentioned previous, printed material will be made available at meetings.

The PPG shall have at least 6 meetings a year of which one can be the AGM. Extraordinary meetings can be called by the Chair or Practice Manager when circumstances necessitate the scheduling of such meetings.

**Attendance:**

Meetings must be attended. Failure to attend 3 meetings a year will result in dismissal from the group after discussion. Subsequent reinstatement will be subject to a vote.

**Annual General Meeting:**

Once in each year, the meeting shall be for the purpose of appointing Group members; of making recommendations to the Group and when necessary voting on proposals to amend this constitution.

**Voting:**

All questions arising at a meeting shall be decided by a majority of those present and entitled to vote there at. Every Individual Member present shall have one vote in any ballots conducted. Voting will be by show of hands, unless one-third of the Individual Members present request a secret ballot, or the Group executive decides that a secret ballot is appropriate. Voting by proxy is not permissible. The issue shall be decided by a majority of the total votes cast at all meetings, and if there is a majority in favour of the motion and/or one or more amendments, that which receives the highest number of votes in favour will be carried.

In case of equality of votes the person chairing the meeting shall have a casting vote.

**Special General Meeting:**

A Special General Meeting shall be held if not less than one third of the voting members of the current Group request it in writing, stating the reasons, to the Chairperson or Secretary. The date of the meeting shall be advertised in the Practice for at least 28 days in advance and must be held within 42 days of receipt of a written request. The meeting shall be for the purpose of altering the constitution, or of considering any matter referred to it by the Group or for any other purpose.

**The Group and Executive:**

The Annual General Meeting will refresh the Group each year by election using the greatest number of votes for the candidate. The term of office for ordinary vacancies shall be three years, which may be subject to variation at the discretion of the Executive. A third of the Group shall be subject to retirement by rotation each year.

The electoral year usually runs from one AGM to the next. Any patient can nominate themselves by completion of an application form and submitting 28 days prior to the Annual General Meeting to the Secretary. At its first meeting after the Annual General Meeting in each year the Group shall appoint an Executive consisting of a Chairperson, Secretary and Treasurer to which it may delegate any or all of its powers as it from time to time decides.

A total of four Group members shall retire annually at the Annual General Meeting but shall be eligible to be re-elected, by the voting procedure. Membership of the Group shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

The Group shall have the power to co-opt members for 12 months from time to time provided that the total number of co-opted members does not exceed one third of the total of elected members. Co-opted members who are patients of the Practice shall have an equal vote on Group with the elected members.

The Group shall, at its discretion be able to co-opt non-members WITH NO VOTING RIGHTS or set up sub groups for specific tasks as the need arises.

It is envisaged that any discussion will be agreed by all members without the requirement for a formal vote, however, in the event of a discussion requiring a decision by majority vote, the chair will call upon the Group to cast a vote and the result will be recorded in the minutes and binding.

**Minutes:**

Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions.

**Dissolution:**

If the Group decides at any time that on any grounds it is necessary to dissolve the Group it shall call a Special General Meeting. If such a decision is confirmed by a two thirds majority of those present and voting at the meeting the Group shall have the power to dispose of any assets held by the Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be donated to Wordsworth Health Centre for the benefit of the patients.

**Health education**:

The Group should advise the Practice of health education needs in the community in order for the Practice to provide appropriate and useful community health education meetings.

**Primary care organisation**:

The Group will be informed of the general practice policies relating to the PCO to which the Practice belongs. The Group will express opinions on these policies on behalf of the patients. The Practice will give appropriate consideration to these opinions within their PCO

**Fund raising**:

The Group has the option to act as a focus for fund raising activities.

**Finance:**

In the event that the Group raises funds, all such funds collected by the Group shall be handed to the Treasurer who shall pay the same into an account in the name of the Group at such bank or building society as Committee may from time to time decide and to take any action on its behalf to further the aims of the Group. At the meetings of the Committee, four members plus one officer shall constitute a quorum. The Committee may fill any casual vacancy occurring among its number. The Committee may co-opt up to two people for specific purposes of the Committee or any sub-group. Co-opted members are not eligible to vote.

**Alterations to the Constitution:**

Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 42 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting. An alteration will require the approval of a two thirds majority of Group members or a two thirds majority of those voting at the Annual general Meeting. Notice of such meeting must be given in accordance with normal procedures.

This constitution was adopted as the Constitution of the Wordsworth Health Centre Patient Participation Group at a meeting of the founding Group at: 19 Wordsworth Avenue, London E12 6SU. 12 Jan 2016.

Signed:

Chairperson

Secretary

Terminology;

Wordsworth Medical Group - the staff of the Wordsworth Medical Practice

Practice population - the patients who are registered with the Wordsworth Medical Practice

PPG - up to 8 volunteers who have been elected to represent the practice population as outlined above.