

Wollaton Park Medical Centre



WOLLATON PARK MEDICAL CENTRE – PATIENT PARTICIPATION GROUP CONSTITUTION

1. NAME

The name of the group will be the WPMC Patient Participation Group (hereafter referred to as the Group).

2. Mission Statement

The Group aims to facilitate and develop communications between the GPs and staff at the Wollaton Park Medical Centre and the Practice Population to build better communication and understanding of needs.

3. Objectives

The objectives of the Group will be to promote the benefit of the patients of the Practice without distinction of gender, race, disability, or political, religious or other opinions or other 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 and other persons or organisations concerned with health care as appropriate.

The Group will NOT be involved in the clinical systems or clinical policies within the practice and will NOT represent any patient with a complaint or concern about the practice.

The Group will be non-party in politics and non-sectarian in religion. The Group shall have to affiliate to the National Association of Patient Participations Groups and to other organisations with similar charitable objects. The Group shall at all times respect diversity and will be committed to the principles contained within the Equality Act.

4. Membership

The membership will consist of 7-10 members on the committee a further members on the virtual group. Any patient at the Wollaton Park Medical Centre may nominate themselves by completion of the application for membership to the committee or virtual group – should there at any time be more than 10 members wishing to be on the committee then elections will take place. Membership is open to all patients over 16.

Membership of the committee or the virtual group does not confer any preferential treatment.

The committee 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 to those other members of the committee.

5. Annual General Meeting.

Once a year in the month of December an annual General Meeting shall be held at which any patient of the practice shall be entitled to attend. The date of this meeting shall be advertised in the Practice not less than 28 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report from the Group, appointing any new group members, appointing new executive e.g. chair, vice chair and/or secretary and when necessary voting on proposal to amend this constitution in accordance with clause 12.

6. Voting

Subject to clause 11, all questions arising at any meeting shall be decided by a majority of those present and entitled to vote. 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 committee group 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 the meeting and if there is a majority in favour of the motion and/or one or more amendments, that will receives the highest number of votes in favour will be carried.

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

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

7. Special General Meeting

A Special General Meeting shall be held if not less than one third of the voting members e.g. the committee shall request it in writing, stating the reasons, to one of 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 in accordance with clause 12 or of considering any matter referred to it by the patients or for any other purpose.

8. Minutes

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

9. Dissolution

If the committee decides at any time that on any grounds, it is necessary to dissolve the Committee 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 Committee. Any assets remaining after satisfaction of any proper debts and liabilities shall be donated to the Wollaton Park Medical Centre for the benefit of the patients.

10. 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 the committee members or a two third majority of committee and virtual group. Notice of such meeting must be given in accordance with normal procedures.

This constitution was adopted as the Constitution of the Wollaton Park Medical Centre by the co-chairs of the founding committee.

Signed:

Chair

Dated: