

Pendeen Patient Participation Group Ross-on-Wye

CONSTITUTION

- 1. Name of Group** - The name of the Group shall be “Pendeen Patient Participation Group” (Pen.PPG).
- 2. Association** - Affiliation to the National Association for Patient Participation (NAPP) and the County Association (for Herefordshire).
- 3. Aims** - To promote the highest possible standard of primary care, through the medium of patient participation, co-operation between the Practice and Patients to the benefit of both, as from time to time to be determined.
- 4. Objectives**
 - 4.1. Be a patient voice: promoting a patient-led culture.
 - 4.2. Promote better healthcare & treatment.
 - 4.3. Challenge & support: help the Practice to improve service delivery.
 - 4.4. Develop PPG influence through Good Practice.
 - 4.5. Help the Practice make the best use of resources.
- 5. Membership**
 - 5.1. Shall be open and free to all patients and staff of Pendeen Surgery, Ross-on-Wye.
 - 5.2. The group shall elect a chairperson from among the lay membership, who shall initially hold office for 3 years. After this time he/she will resign and may stand for re-election, if they wish, along with any other group members.
 - 5.3. The group shall elect a deputy chairperson, from among the lay membership, who shall initially hold office for 3 years. After this time he/she will resign and stand for re-election, if they wish, along with any members of the group.
 - 5.4. A Secretary and a Treasurer to be appointed, as required.
 - 5.5. All members of the group, may be eligible to represent the group, at other groups, but should act within the Confidentially Agreement outlined in point 7 below.
 - 5.6. The professional members of the group, may not stand for election, and may not vote.
 - 5.7. The group is committed to giving opportunities for everyone, to become involved irrespective of age, ethnic origin, gender, marital status or religion.
 - 5.8. Members to work in partnership with the appropriate health professionals, in reaching decisions about policy.
 - 5.9. There must be two thirds of the Committee in agreement, for future changes to the Constitution, and a Quorum, for any major decisions to be upheld, there should be a minimum of five Committee Members, in attendance.
 - 5.10. An Annual General Meeting is to be held, in September of each year, at which reports are to be presented and elections made. Any proposed changes to the Group’s Constitution may be made, by a two thirds majority.

6. **Frequency of Meetings** - There should be at least four meetings of the Group, to take place during a 12 month period further meetings as deemed appropriate.
7. **Confidentially Agreement for Members** - Members are required to maintain the confidentiality of all matters that they learn, or hear of, in the course of their role, and to be responsible for complying with the requirements of the Data Protection Act.
8. **Administration and other support**
 - 8.1. Meetings will be attended by Pen.PPG members, a GP, an Administrator, and the Practice Manager from Pendeen.
 - 8.2. Pendeen Surgery to be responsible for holding the members list of contact details.
 - 8.3. Pendeen Surgery to be responsible for disseminating any relevant feedback, or information, onto the list of members, in order to keep the members interested and informed.

**THE CONTENTS OF THIS DOCUMENT, TO BE REVIEWED ANNUALLY.
(NEXT REVIEW-SEPTEMBER 2015).**

