

STOVELL HOUSE PATIENT PARTICIPATION GROUP CONSTITUTION

1. Title of the Group

The Group shall be called the STOVELL HOUSE PATIENT PARTICIPATION GROUP (PPG) of the STOVELL HOUSE SURGERY in ADDISCOMBE, CROYDON, and shall be affiliated to the National Association for Patient Participation.

2. Aims of the Group

The aims of the Association are to:

- Promote co-operation between the Practice and Patients to the benefit of both.
- Raise awareness of and access to other support agencies
- Encourage communication of public health messages
- Promote improvements by identifying developments and best practice through local, regional & national networks

3. Membership of the Group

Membership of the Group shall be open and free to all registered Patients and staff of the Practice.

4. Activities of the Group

- 4.1 The Group will be kept informed of the Practice policies relating to the CROYDON CLINICALCOMMISSIONING GROUP to which it belongs. It may express opinions on these policies on behalf of the patients.
- 4.2 The Group will consult with the Practice on service development and provision and assist in the assessment of community medical needs.
- 4.3 The Group will contribute to, and be kept informed of, Practice decisions.
- 4.4 The Group will advise the Practice on the education needs of the community by encouraging and supporting activities within the Practice to promote preventive medicine and healthy lifestyle choices.
- 4.5 The Group will produce a Newsletter three times a year informing Patients of the work of the Practice and activities of the Group. The Newsletter will be distributed by email and through the post where necessary, and will be made available in the surgery and on the PPG web page.
- 4.6 The Group will seek to ensure that Patient information and advice are readily available and clearly presented.
- 4.7 The Group will represent patients at the Practice in seeking to influence local provision of health and social care.
- 4.8 The Group may from time to time conduct surveys in conjunction with the Practice.

5. Meetings of the Group

- 5.1 The Group will endeavour to meet no fewer than four times a year, and will, in addition, normally hold an Annual General Meeting in March each year.
- 5.2 Notices of meetings, reports on meetings and information about the PPG's activities will be displayed on PPG notice boards, in surgery waiting rooms and on the Group's web page, and members will be notified by email alerts, and through the post when necessary.
- 5.3 Any member of the Group shall upon request be supplied with a copy of this Constitution
- 5.4 This Constitution may be rescinded or amended or waived by a resolution passed at an AGM or a Special Meeting of which proper notice shall have been given to all members, by a two-thirds majority of the members present and voting. Provided that no alteration shall be made which would cause the Group to cease to be affiliated to N.A.P.P. Reg. Charity No 292157.

6. Organisation of the Group

- 6.1 The Group's activities will be organised by a Committee of volunteers and invited members.
- 6.2 The Committee will be composed of a Chair, Deputy Chair, Secretary and Treasurer, and between four and six members, to be agreed at the AGM. Other members will be co-opted as required.
- 6.3 All Officers and Committee may offer themselves annually for re-election at the AGM. If more than one nomination is received for an Officer position then a vote must take place. In the event of a tie the Chairman has the casting vote.
- 6.4 All committee members must sign a confidentiality agreement with the Practice.
- 6.5 Administrative assistance will be provided by staff at the Practice.
- 6.6 The Committee will annually review insurance cover, Roles & Responsibilities and PPG protocols
- 6.7 The Group has the option to act as a focus for fund raising activities.
- 6.8 The Committee shall present at each Annual General Meeting a report of the activities of the Group and its own proceedings during the previous year, with a statement of accounts, if any, up to the end of the financial year on 31st December preceding the date of the AGM.
- 6.9 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. The Treasurer and one other Officer of the Committee must sign all cheques. Out of pocket expenses on behalf of the Group shall be claimed at any Committee meeting. Annual associate membership shall be paid to N.A.P.P.
- 6.10 If upon winding up or dissolution of the Group there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to the parent charity or other similar charity.