



# West Street Surgery

## Patient Participation Group

### **Membership & Organisational Arrangements**

#### **Membership:**

Patient membership will be open to anyone registered with the practice over the age of sixteen, including where possible wide ethnic and demographic representation. The Group should not exceed fifteen members.

The Group will comprise of Four Officers:

- The Practice Manager (unelected)
- Chairperson
- Vice Chairperson
- Treasurer (as and when the Group receives funding)

The remaining group members will consist of:

- Patient representatives
- Practice Doctor
- Practice Nurse representative
- Practice Admin Team representative

#### **Organisational Arrangements:**

1. The Group will meet on a quarterly basis, generally April, July, October and January.
2. The AGM will be held in April, with additional meetings being held as business dictates.
3. Sub-committees may be assigned responsibilities for specific projects or to meet urgent business requirements or areas of research.
4. Quorum will consist of 5 Group Members and 1 Officer, with the Chairperson having the casting vote.

5. All patient representatives should contact the Practice Manager with any questions or issues.
6. All members will be expected to respect rules of confidentiality and not discuss personal or sensitive information outside a meeting.
7. Membership of the Group shall be terminated in the event of a member ceasing to be a patient of the Practice.
8. The Chairperson may call special meetings of the Committee as the need arises.
9. Committee members shall have seven days' notice of any special meetings.
10. Minutes shall be kept of the proceedings of all meetings by the Practice Manager or in their absence any person nominated by them or the Chairperson.
11. Formal accounting records shall be kept and all monies accounted for, with the financial year running from 5<sup>th</sup> April until 4<sup>th</sup> March.
12. The annual accounts shall be presented at the AGM and will be subject to an Independent audit.
13. Members contact details and e-mail addresses will be kept in strict confidence by the Chairperson and Practice Manager, in compliance with the principles of confidentiality contained in the Data Protection Act.
14. The Constitution may be altered by a resolution passed at an AGM or an Extraordinary Meeting, by a majority of at least two thirds of the members present and eligible to vote.
15. Three weeks' notice shall be given of a proposed alteration to the Constitution.
16. An Annual Report of PPG Activities and business targets for the succeeding year will be compiled by the Chairperson and Practice Manager from inputs from Members and Practice staff, including patient survey trends.
17. Members will be expected to participate in an in-house training programme.
18. Notice of meetings, report and information about PPG activities will be displayed in practice waiting areas and on the website.
19. The group may only be dissolved by a resolution passed at an AGM or Extraordinary meeting.