

WATERHOUSES MEDICAL PRACTICE
PATIENT PARTICIPATION GROUP

CONSTITUTION

- 1) NAME:** The name of the group shall be – *WATERHOUSES MEDICAL PRACTICE PPG*

- 2) Objectives:** The objectives of the Group shall be to represent the patients of the Practice, to gather and collate opinion from patients via a range of sources, and to comment and offer opinion on these views to representatives of the practice, to encourage 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, Health Authorities and other persons or organisations concerned with health care. The purpose of the Group is to benefit patients generally and not specific individuals.

The Group shall be non-party in politics and non-sectarian in religion, and shall be formed using the best principles of equality and diversity. The Group and the practice will make every effort to ensure that the constituent elements of the Group are representative of the practice patient demographic, with a range of patient interests represented.

The Group shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar objectives.

- 3) Membership:** This shall be open to any patient of the Practice. Any patient may nominate themselves as a Committee member. Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group. The practice and the Group may approach individual patients for potential membership. A Quorum will be required at meetings which would need to include 2 PPG members and 1 staff member.

- 4) Special General Meeting:** A Special General Meeting shall be held if not less than one third of the voting members of the current Committee 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 14 days in advance and must be held within 21 days of receipt of a written request. The meeting shall be for the purpose of altering the constitution in accordance with clause 11 or of considering any matter referred to it by the Committee or for any other purpose.

- 5) Minutes:** Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions. These will be distributed to all PPG members as soon as possible following the meeting.

- 6) Dissolution:** If it is decided 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 the simple majority of those present and voting at the meeting the Treasurer 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 applied towards charitable purposes for the patients of the Practice as the Committee may decide and as may be approved by the Charity Commissioners for England and Wales.

7) Alterations to the Constitution: Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 14 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 Committee members or a simple majority of those voting at the Annual general Meeting. Notice of such meeting must be given in accordance with normal procedures.

No alteration to clause 2 shall be made without the consent of the Charity Commissioners for England and Wales.

This constitution was adopted as the 'Constitution of the Waterhouses Medical Practice PPG' at a meeting of the founding Committee at Waterhouses Medical Practice on [*Insert date*]

Signed: K ROBOTHAM (Practice Manager)
(Chairperson)

Dated:

..... MICHELLE WILTON (Information
(Secretary) Co-ordinator)

Dated: