

**NAME and AFFILIATION**

1. The name of the group is Millway Patient Participation Group (the PPG). The PPG is affiliated to the National Association for Patient Participation (NAPP).

**OBJECT**

2. The object of the PPG is to promote health by fostering and sustaining co-operation between the Millway Medical Practice (the Practice) and patients to the benefit of both.

**AIMS**

3. The aims of the PPG include:

- To support and build a two-way relationship between patients and the Practice
- To advise on the development and continual improvement of the Practice
- To seek out and listen to the views of patients and their carers, especially those individuals and groups whose voices are not usually heard
- To consider patient feedback
- To consider any other matter of concern to patients that falls within the above Object

4. The PPG is not for the airing of an individual member's specific problems.

**MEMBERSHIP**

5. Membership shall be open and free to all patients registered with the Practice and shall cease immediately upon a patient ceasing to be so registered

**COMMITTEE AND OFFICERS**

6. There shall be a Committee responsible for managing the affairs of the PPG and to take any action on the PPG's behalf in furthering its object and aims as provided in this Constitution.

7. The Committee shall consist of three Officers – a Chair, Vice-Chair and Secretary plus up to six other Members. The Committee shall appoint the Officers from among their Members at their first meeting following the Annual General Meeting (AGM).

8. The Committee Members shall be elected annually at the AGM of the PPG. Only PPG members shall be eligible to be elected to the Committee. If more nominations are received than there are vacancies, then a vote must take place. In the event of a tie then the Chairperson has a casting vote. All Committee Members may offer themselves for re-election at the AGM.

9. Any member wishing to stand for election to the Committee must be nominated by at least two members.

10. If a Committee Member ceases to be a patient registered with the Practice he or she will cease to be a Committee Member.

11. The Committee may:

- Co-opt members of the PPG on to the Committee. Co-opted members may speak but shall have no vote at Committee meetings
- Fill any casual vacancy among its numbers until the next AGM

12. One or more representatives nominated by the Practice may attend meetings of the Committee.

13. The Committee shall endeavour to meet not less than four times a year. Four voting Members shall be a quorum. Decisions shall be taken by a simple majority, with the Chairperson having a casting vote in the event of a tie. Minutes of all Committee meetings shall be recorded and circulated.

## **FINANCE**

14. The PPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses on behalf of the PPG shall be claimed from the Practice. The annual associate membership paid to NAPP shall be paid by the Practice.

## **ANNUAL GENERAL MEETING**

15. An AGM shall be held annually. Two weeks' notice of the day time and place will be given on notice boards and on the Practice website or, if the Practice agrees to do this, by email to members with a registered email address. Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

## **ANNUAL REPORT**

16. The Committee shall present at each AGM a report of the activities of the PPG during the previous year.

## **ACCESS TO THE CONSTITUTION**

17. This constitution shall be available on the Practice website. Any member shall be provided with a copy on request from the Practice.

## **ALTERATION TO THE CONSTITUTION**

18. This constitution may be amended by a resolution passed at an AGM or special general meeting of the PPG (of which proper notice shall have been given in the same manner as for an AGM) by a two-thirds majority of the members present and voting.