

ORCHARD HOUSE SURGERY WORKINGTON

**PATIENT PARTICIPATION GROUP CONSITUTION**

**1) NAME:**

The name of the group shall be Orchard House Surgery Patient Participation group

**2) Objectives:**

The objectives of the group shall be to promote benefit of the patients practice without distinction of gender, race, colour or political, religious or other opinions or characteristics of individuals by encouraging 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 organisations concerned with health care.

The group shall be non-party in politics and non-sectarian in religion. The group shall have power to affiliate to the national association for patient participation and to other organisations with similar charitable objects. The group shall at all times respect diversity and will be committed to the principles contained within the equality act.

**3) Membership:**

This shall be open to any patient of the practice. Any patient may nominate themselves for election to the committee at the annual general meeting. Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group.

**4) Annual General Meeting:**

Once in each year, in the month of March, an annual general meeting shall be held at which any patient of the practice shall be entitled to attend. The date of this meeting shall be advertised in the practice not less than 14 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report from the committee members; of making recommendations to the committee and when necessary voting on proposals to amend this constitution in accordance with clause 11.

**5) 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.

**6) The committee and executive:**

The annual general meeting shall elect at least 6 members who must be patients of the practice. Any patient can nominate themselves. At its first meeting after the annual general meeting in each year the committee shall appoint an executive consisting of a Chairperson, Secretary to which it may delegate any or all of its powers .

The committee shall have the power to co-opt members from time to time provided that the total number of co-opted members does not exceed one half of the total elected members. Co-opted members who are patients of the practice shall have an equal vote on committee with the elected members. Other co-opted members shall not have any vote.

All members of the committee and executive shall retire annually at the annual general meeting but shall be eligible to be elected or co-opted again. Membership of the committee shall be terminated immediately in the case of any person who ceases to be a patient of the practice.

**7) Voting:**

Subject to clause 11 all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote. In case of equality votes the person chairing the meeting shall have a second or casting vote.

**8) Quorum:**

One third of members shall form a quorum at meetings of the committee. Six members shall form a quorum at annual general meetings.

**9) Minutes:**

Minutes shall be kept and the secretary shall enter a record of all proceedings and resolutions.

**10) Dissolution:**

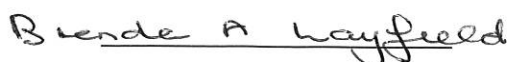
If the committee decides at any time that on any grounds it is necessary to dissolve the simple group it shall call a special general meeting. If such a decision is confirmed by the simple majority of those present and voting at the meeting the committee shall have the power to dispose of any assets held by the group.

**11) 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.

This constitution was adopted as the constitution of the Orchard House Surgery PPG at a meeting of the committee at Orchard House Surgery on Thursday 17<sup>th</sup> March, 2016.

Signed:



Chairperson- Brenda Layfield

Date: 17.3.16



Vice Chair – Sandra Dickinson

Date: 17.3.16

K Bennett

Secretary – Keith Bennett

Date: 17 April 2016