

THE LAURELS & SIDNEY HOUSE
SURGERY
PATIENT PARTICIPATION GROUP

Constitution

NAME: 1. The name of the group shall be THE LAURELS & SIDNEY HOUSE SURGERY PATIENT PARTICIPATION GROUP.

OBJECTIVE: 2. The object for which the Group is established is to promote health by fostering the highest possible standard of primary and secondary care through the medium of patient participation.

2.1 Co-operation with other health professionals may be required in assisting this aim. Health Authorities and other persons or organisations concerned with health care may be resourced as necessary.

2.2 No person will be discriminated against on the grounds of their disability, age, religion/belief, race, gender, or sexual orientation.

AIMS: 3. Members of The Group should act as a communication channel between the Practice and the community in order to help patients use facilities to the best advantage and the Practice to implement policies influenced by representative patient views.

3.1 The Group may from time to time conduct surveys in conjunction with the Practice.

3.2 The Group should have a role in assisting in assessment of community needs to help the Practice improve its service.

3.3 The Group has the option to act as a focus for fund raising activities.

MEMBERSHIP: 4. All Patients and Staff of the Practice are welcome to apply for Membership.

GROUP & OFFICERS: 5. The Group shall consist of three Officers - a Chair, Secretary and Charities Officer, plus up to 15 other Group members. The Practice will be represented by a Partner, and depending upon availability, a senior administrator and other staff as nominated by the Practice.

5.1 The Group shall endeavour to meet not less than four times a year to include the AGM, at such times and place as the Secretary shall specify as agreed by the Chair.

5.2 The membership will manage the affairs of the Group and take action on its behalf to further the aims of the Group.

5.3 The Group may fill any membership vacancy occurring among its number at any time. Officers will be elected at the AGM of the Group from the membership.

5.4 The Group may co-opt up to two people for specific purposes. Co-opted members are not eligible to vote.

QUORUM: 6. At the meetings of the Group, the membership is to consist of equal proportion of patient and staff representatives, plus one Officer which shall constitute a quorum.

MINUTES: 7. Minutes shall be kept and the Secretary shall enter a Record of all proceedings and resolutions. Both the minutes from the last meeting and the forthcoming agenda will be sent in advance of the next group meeting.

FINANCE: 8. All funds raised shall be recorded by the Charities Officer who shall pay into a bank or building society account set up in the name of the Group. The Charities Officer and Chair of the Group must sign all cheques, in the Chair's absence the Secretary will sign.

ANNUAL GENERAL MEETING: 9. The AGM shall be held annually in the summer. Notice of the day, time and place will be given via the notice boards, and other communications. Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

ELECTION OF OFFICERS: 10. All Officers 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 Chair has the casting vote.

REPORT & ACCOUNT: 11. The Group shall present at each Annual General Meeting a report of its activities during the previous year, with a statement of accounts up to the end of the financial year preceding the date of the AGM.

DISSOLUTION: 12. If upon dissolution of the Group, after the satisfaction of all its debts and liabilities any monies remaining shall be used for the benefit of the practice patients.

NOTICE & APPLICATION OF CONSTITUTION: 13. Any member of the Group shall upon request be supplied with a copy of this Constitution.

ALTERATION TO THE CONSTITUTION: 14. This Constitution may be amended by a resolution passed at an AGM, or an extraordinary meeting upon proper notice to all members. The resolution must be passed by two-thirds of the eligible membership which must be at least 5 members.

This constitution was approved and adopted as the Constitution of **The Laurels and Sidney House Surgery Patient Participation Group** at a group meeting at The Laurel's Surgery, Juniper Road, Boreham, Chelmsford, Essex CM3 3DX on 20.6.2013 and to be formerly ratified at the next AGM.

Chair:

Signed: _____ Date: _____

Secretary:

Signed: _____ Date: _____

Charities Officer:

Signed: _____ Date: _____

Date: 20 June 2013.