

**South Lewisham Group Practice
Patient Participation Group
Mission Statement, Aims, Objectives and Constitution**

1) NAME:

The name of the group shall be **SOUTH LEWISHAM PATIENT PARTICIPATION GROUP** or commonly referred to as **South Lewisham PPG**.

2) MISSION STATEMENT:

South Lewisham PPG shall be committed to offer equal opportunity and treatment to everyone regardless of age, disability, ethnicity, political or religious beliefs, gender or sexual orientation.

3) AIMS AND OBJECTIVES:

The aims of the group shall be to promote the benefit of the patients of the 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; our objective to achieve this is to this aim is by liaising with the doctors and staff, other community health workers, Health Authorities, and other persons or organisations concerned with health care.

The group shall have power to affiliate to the National Association of Patient Participation Groups (NAPP), and to other organisations with similar charitable objects.

The Group shall be non-party in politics and non-sectarian in religion.

The group shall at all times respect diversity and be committed to the principles contained with the Equality Act.

4) Membership:

Membership to the South Lewisham PPG shall only be open to all registered patients of South Lewisham Group Practice over 16 years of age.

Patients applying for membership to the patient group must complete, and sign, an application form before admission to the group.

Members having email access are forwarded locally networked items of interest involving health and wellbeing, including what's on locally. The application form provides for members who prefer to only receive emails directly relating to the practice, PPG or patients only, or members may request any emailing change via the Chair or Secretary.

If the group has no funding, postal communications to members shall not be possible, and members should regularly check the Patient Participation Group notice board in the surgery, or the surgery web site for up to date information.

Completed forms must be handed to the practice administration team, and then passed direct to either the PPG Chair or Secretary.

Once a patient's membership application has been received and accepted they shall become known as a Patient Participation Group Member.

Any member shall be able to apply for election to the Committee, and must be approved and voted upon by the Committee before an applicant is admitted onto the Committee.

Removal of a patient from the practice list for whatever reason will disqualify continuing membership of the group.

5) Meetings

Any meeting Agenda items should be passed to the Chair or Secretary a minimum of 24 hours prior to a meetings. Any late Agenda items may be included under 'Any Other Business' (AOB) for brief discussion, or included in a future meeting Agenda.

Representatives of South Lewisham Group Practice shall attend committee meeting, and shall be the Practice Manager or Office Manager or their representative, a GP representative, a nurse representative, or reception/admin assistant representative. Such representatives shall not have a decision making vote unless the committee agree if circumstance requires.

All members shall be able to put forward an agenda item for a Committee meetings and attend a meeting in person. If a member wishes to attend a meeting, prior notice to the Chair or Secretary must be given, either by email or telephone. Attendance shall be on a first come first served basis if space in a meeting area is limited.

Members shall also be able to take part discussions, decisions or surveys by email or telephone communication.

Members shall be able to take a part in projects, surveys or other activities organised by the group

In order to comply with the Data Protection Act, Committee Members, or any other member, attending a meeting must agree that items of a personal private or other such nature regarding the practice, a GP, staff member, patient, Patient Participation Group member or other, must NOT be discussed, made known, written about or otherwise, to anyone else whosoever, and privacy is paramount. Any member found to reveal such information will be asked to leave PPG immediately.

In interests of privacy, confidentiality and the DATA Protection, in the event that a Member attends a Committee meeting when a discussion of a personal private or other such nature regarding a GP, staff member, patient, Patient Participation Group member or other is to be held, Members, other than Committee Members or necessary individuals, shall be asked to leave the room.

6) Annual General Meetings (AGM):

As this is a non-profit organisation, with no remit to raise funding, normal rules do not apply, and it is therefore no legal requirement to hold an AGM. If however the committee majority vote is to hold an AGM, then all patient group members are to be informed of the date of the meeting not less than 14 days prior to the meeting, and shall be entitled to attend.

The meeting shall be for the purpose of receiving the annual report from the Committee; of appointing or reappointing the Committee appointed officers and members; of making recommendations to the Committee and when necessary voting on proposals to amend this constitution in accordance with clause 14; of appointing an auditor for the accounts.

In the event that an Annual General Meeting is held all information shall be placed on the South Lewisham Group Practice website after the event.

7) Special General Meeting (SGM):

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. This meeting can cover the closing of the Committee, or for any alternations or additions to the constitution. Any such alterations or amendments shall be for the purpose of altering the constitution in accordance with clause 14, or of considering any matter referred to it by the Committee, or for any other purpose.

8) The Committee and Executive:

The AGM shall elect a minimum of 8 members who must be patients of the Practice. Any patient can nominate themselves. At its first meeting after the AGM, the PPG Committee shall appoint an Executive consisting of a Chairperson and Secretary, to which it may delegate any, or all, of its powers as it from time to time decide. Executives may be elected for any length of time agreed by the committee. There shall be an option to keep the same Executives each year if agreed by the committee.

They shall be an option to elect, a Deputy Chairperson, a Minutes Secretary, a Deputy Secretary and Treasurer (if needed).

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 of 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.

Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

9) 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 of votes the person chairing the meeting shall have a second or casting vote.

10) Quorum:

Four Patient Participation Group Members shall form a quorum at meetings of the Committee. Eight members shall form a quorum at Annual General Meetings.

11) Minutes:

Minutes of meetings shall be taken and whosoever takes the minutes shall enter a record of all proceedings and resolutions.

Copies of the committee meeting minutes shall be typed out and placed on the surgery website by the surgery.

12) Finance:

As this is a non-profit organisation with no remit to raise funding, normal rules do not apply. In the event of future funding being awarded to the Group, a Treasurer or similar shall be appointed by the Group. South Lewisham Group Practice shall then set up a sub account, which shall be run by the practice, but overseen by the Treasurer, Chair and/or Secretary. The practice shall keep proper accounts of the finances of the Group. All monies raised by or on behalf of the Group shall be applied to further the objects of the Group and for no other purpose. The accounts shall be audited once a year by the qualified practice auditor. An audited statement of accounts for the last financial year shall be submitted by the Committee to the AGM.

13) Dissolution:

If the Committee decides 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 Committee 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.

14) 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 AGM. Notice of such meeting must be given in accordance with normal procedures.

Any proposal to alter the Objectives or Mission Statement of the Patient Participation Group should 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 AGM. Notice of such meeting must be given in accordance with normal procedures.

This amendment to the adopted Constitution of the South Lewisham PPG at a meeting of the founding Committee at 50, Conisborough Crescent, Catford, London SE6 2SP on 01.03.12 has been agreed in accordance with the rules of the adopted Constitution.

Signed:

Chairperson

Dated

Signed

Dated