**Oldwood Patient Participation Group Constitution**

1. Name

The name of the group shall be Oldwood Surgery Patient Participation Group (Oldwood PPG).

1. Aim and Objectives

**The aim of the Oldwood PPG shall be** ***“to promote the highest possible standards of primary care for the benefit of the patients of the Practice and supporting the work of the Practice”.***

The objectives of the Oldwood PPG include: -

* being a ‘Critical Friend’ to the practice;
* encouraging patients to take greater responsibility for their own and their family’s health;
* carrying out research into the views of those who use the Practice
* organising health promotion events and improving health literacy;
* regular engagement with the patient population
* advising the practice on the patient perspective and providing insight into the responsiveness and quality of services;
* encouraging the development and quality of health promotion and health care services

The Oldwood PPG approach to delivering the aim and objectives will be by engaging with users of the practice within the Practice area to ensure that their diverse healthcare needs are addressed, through liaison with doctors and staff, other community health workers, Health Authorities and other persons or organisations concerned with delivering, shaping and funding health care.

The group may affiliate to the National Association of Patient Participation Groups and to other organisations with similar objectives.

A Practice Doctor and Practice Manager shall attend meetings whenever possible.

1. Membership

Patients (or any Carer of a patient) who are registered with the Practice may become members. Membership will cease when the patient is no longer registered with the Practice.

1. Annual General Meeting

An AGM will be held each February for the following purpose: -

* to receive from the Committee a report on PPG activities.
* to appoint Committee members
* to elect members to vacant seats
* when necessary, voting on proposals to amend this constitution;

The date of this meeting shall be advertised in the Practice not less than 14 days prior to the meeting.

1. The Committee and Executive

At its first meeting after the Annual General Meeting in each year the Committee shall appoint an Executive consisting of a Chairperson, Vice Chairperson and Secretary to whom it may delegate any or all of its powers as it from time to time decide. Where the Practice provides secretarial support at meetings (paid for by funding obtained by the PPG) the Committee post of Secretary will not be filled.

The Committee may co-opt members provided that the total number of co-opted members does not exceed one half of the total of elected members

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.

The PPG will work without distinction of gender, race, colour or sexual orientation. The group shall at all times respect diversity and will be committed to the principles contained within the Equality Act 2010. The group shall be non-partisan and non-sectarian.

1. Voting

Decisions required at any meeting shall be decided by a simple majority of those who are present and entitled to vote. No member shall exercise more than one vote. In case of a tied vote the person chairing the meeting shall have a second or casting vote. Co-opted members who are a patient at the practice shall have an equal vote on Committee with the elected members.

1. Quorum

One third of Committee members shall form a quorum at meetings of the Committee. Four members shall form a quorum at Annual General meetings.

1. Minutes

Minutes shall be kept, and a Secretary shall enter a record of all proceedings and resolutions.

1. 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.

1. 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 revised constitution was adopted as the Constitution of the Oldwood Surgery PPG at a meeting of the Committee at Oldwood Surgery on 10th September 2018.

Signed Chairperson: Mr Geoffrey Thomas