

Constitution

1. NAME

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

2. PURPOSE

The Manor Group PPG will work with the Practice to enhance the experience of patients and carers. It will also promote patients' understanding of the services provided by the Practice and other healthcare providers within the local area.

3. AIMS

To strengthen the relationship between the Practice and its Patients and to assist the Practice in continuing to improve its provision of healthcare whilst ensuring that patients are at the heart of decision-making.

Activities of the PPG

The PPG will:

- Be kept informed of and consulted on service development and provision within the Practice and provide feedback on behalf of patients
- Be committed to the principles contained in the Equality Act and strive to effectively represent a diverse patient group
- Provide a patient voice promoting a patient-led culture
- Provide the Practice with feedback to improve service delivery
- Play an active role in developing, producing and maintaining communication about the Practice and the PPG through the practice newsletter, display material in surgeries, social media and the website
- Work with the Practice to help it address the challenge of change
- Review patient-targeted material
- Facilitate communication and understanding of the pressures facing the Practice.
- Agree annual objectives which will be reviewed at the AGM.

The PPG is not a forum for individual complaints which should be channelled through the Practice Complaints Procedure.

The Group shall be non-party in politics and non-sectarian in religion and shall be formed using the best principles of equality and diversity. The Group and the practice will make every effort to ensure that the constituent elements of the Group are representative of the practice patient demographic, with a range of patient interests represented.

The Group shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar objectives.

4. MEMBERSHIP

This shall be open to any current patient of the Practice. Any patient may nominate themselves for election to the Executive Committee at the Annual General Meeting. Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group.

5. OFFICERS

The Chair, Vice Chair and Secretary will be appointed by members at the AGM and reappointed on an annual basis and should ideally include representatives from each of the practice sites. Appointments will be for an initial term of three years and can be extended with agreement at the AGM.

6. THE EXECUTIVE COMMITTEE

The Annual General Meeting shall elect members of the Executive Committee who must be patients of the Practice. Any patient can nominate themselves, but they must be members of the PPG.

The Executive will consist of the Chair and Vice Chair of the PPG and four additional members, ensuring an equal split of representation from each of the practice sites.

PPG members wishing to join the Executive Committee should contact the Chair to discuss their interest. Any change in the Executive Committee membership will be ratified by the PPG.

7. MEETINGS

A full PPG meeting will be held quarterly attended by the Practice Manager and where appropriate a GP.

The Executive Committee will meet monthly to take forward PPG business.

An Annual General Meeting shall be held annually 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 28 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report from the Executive Committee and PPG; of appointing PPG Officers and Executive Committee members; of making recommendations to the PPG and when necessary voting on proposals to amend this constitution.

Any patient wishing for an item to be considered at the AGM shall notify the Chair or Secretary at least 14 days in advance of the meeting. The venue will be dependent on the number of potential attendees.