

Manor View Practice Patient Participation Group (MVPPG)

Constitution

1. TITLE

- 1.1 The name shall be 'Manor View Practice Patient Participation Group (MVPPG) hereinafter called 'the Group'.

2. ASSOCIATION

- 2.1 The Group is affiliated to the National Association for Patient Participation (N.A.P.P.).

3. MISSION STATEMENT

- 3.1 To strengthen the input of patients on the Manor View Practice's (hereinafter called 'the Practice') list to the development, organisation and delivery of high quality general practice services.

4. OBJECTIVES

COMMUNICATION:

- 4.1 To improve two way communication and partnership between the Practice and its patients.

COMMUNITY NEEDS

- 4.2 To assist the Practice in improving services to patients ensuring it remains accountable and responsive to all its patients' needs.

HEALTH EDUCATION

- 4.3 To promote health education and awareness on topics of interest and value to the patients and to co-operate with medical activities, where appropriate.

PRIMARY CARE ORGANISATION

- 4.4 To be informed about and comment on behalf of patients on the general practice policies relating to the Herts Valleys Clinical Commissioning Group (HVCCG) (or any subsequent organisation that replaces it) to which the Practice belongs. The Practice will give appropriate weight to these opinions within their HVCCG.

OTHER:

- 4.4.1 To promote, after discussion with the Practice, any other matter that is deemed to be in the interest of the patients and the Practice.

5. MEMBERSHIP

- 5.1 Membership of the Group shall be open to all persons over the age of 16 who are registered patients of the Practice.
- 5.2 Membership does not confer any prior claims on the Practice or any right to preferential treatment.
- 5.3 Membership of the Group shall be terminated in the event of a member ceasing to be a patient of the Practice.

6. POWERS

- 6.1 For the purpose of carrying out the above Objective, but not otherwise, the Group shall have the power to do all such things set out in the Group's terms of reference.
- 6.2 The decisions of the MVPPG are not binding on the Practice but will be taken into account and given appropriate weight in the Practice's decision making and planning processes.

7. MANAGEMENT

- 7.1 The management of the Group shall be undertaken by a Committee consisting of a minimum of four and a maximum of eight members, including its officers, normally: Chair, Vice-Chair, Secretary and Treasurer.
- 7.2 The Committee may co-opt other members for specific tasks as the need arises. The co-optees will not have voting rights on the Committee.
- 7.3 The Committee will be elected for one year at the Annual General Meeting (AGM). The maximum term of continuous service on the Committee is five years.
- 7.4 There should be at least one and preferably two representative of the Practice at each meeting of the Committee and the Group. The Practice will nominate its own representative(s), who will attend ex officio in an advisory capacity. A partner and senior administrator would be ideal.
- 7.5 The day-to-day management of the Group shall be conducted by the elected officers. Any action(s) taken by any officer on this basis shall be reported to the next meeting of the Committee.
- 7.6 An independent auditor will be appointed at each AGM.
- 7.7 This constitution and the Group's terms of reference shall be published on the Practice web site.
- 7.8 Meeting timetables will be published in advance followed by meeting minutes on appropriate notice boards, surgery waiting rooms and the MVPPG web site.

8. MEETINGS

- 8.1 Annual General Meeting (AGM):
 - 8.1.1 An Annual General Meeting of the Group shall be held each calendar year within three months of the end of its financial year at a time and place determined by the Committee and advertised on the Practice notice board, Group newsletter and the Practice web site.
 - 8.1.2 Any item for the agenda shall normally be sent to the Secretary at least four weeks prior to the AGM date.
 - 8.1.3 A minimum of twenty-one days' notice of the AGM shall be given.
 - 8.1.4 All patients currently registered as members of the Group shall be entitled to attend, stand to be a member of the Committee and have one vote.
 - 8.1.5 In the event of there being more than one nominee for any seat on the committee an election must be held determined by a show of hands at the meeting. In the event of a tie the chair will have a casting vote.
 - 8.1.6 All matters at the AGM shall be determined by a majority of those present. In the event of a tied vote the Chair shall have a second or casting vote.
 - 8.1.7 The AGM shall receive a report on the year's activity of the Group and a statement on the audited accounts for the Group's previous financial year.
- 8.2 Special General Meeting:

- 8.2.1 A Special General Meeting of the Group shall be called on application to the Secretary, signed by not less than fifteen members. The meeting shall be called to discuss only that item for which it was called.
- 8.2.2 Rules on notice, voting and advertising such a meeting shall be as for the AGM in paragraphs 8.1.3, 8.1.4 and 8.1.6 above.
- 8.3 Committee Meetings:
 - 8.3.1 The Committee shall meet at least four times between consecutive AGMs.
 - 8.3.2 The Committee may fill casual vacancies between AGMs. Time served in this capacity will not count towards the maximum of five years of continuous service on the Committee.
 - 8.3.3 The Chair may call special meetings of the Committee as the need arises.
 - 8.3.4 Committee members shall normally have at least seven days' notice of any meetings together with its agenda.
 - 8.3.5 The Committee may appoint subcommittees and delegate relevant powers to them.
 - 8.3.6 The quorum of the Committee shall be half its members.
 - 8.3.7 If both the Chair and Vice-Chair are absent from any meeting, those members present shall nominate another member to act as Chair for that meeting.
 - 8.3.8 Unless otherwise provided herein, all matters shall be determined by a majority of those present. In the event of a tied vote the Chair shall have a second or casting vote.
 - 8.3.9 Minutes shall be kept of the proceedings of all meetings.

9. FINANCE

- 9.1 In the event of the Group raising funds all such funds will be handed to the treasurer who shall pay the same into an account in the name of the Group at such bank or building society at the Committee may from time to time decide.
- 9.2 Two officers of the committee must authorise all withdrawals/cheques
- 9.3 Out of pocket expenses on behalf of the Group shall be claimed at any Committee meeting.
- 9.4 Annual associate membership shall be paid to NAPP.
- 9.5 The financial year shall coincide with that of the Practice currently from 01 July to 30 June.
- 9.6 Proper accounting records shall be kept and all monies accounted for.
- 9.7 The annual accounts shall be presented at the AGM and will be subject to an independent audit.

10. ALTERATION OF THE CONSTITUTION

- 10.1 This Constitution may be altered by a resolution passed at an AGM or a Special General Meeting, by a majority of at least two thirds of the members present, three weeks' notice having been given of the proposed alteration.

11. DISSOLUTION

- 11.1 The Group may be dissolved by a two thirds majority of members present at an AGM or Special General meeting. A motion for dissolution must be advertised with the notice of the meeting at which it will be proposed.
- 11.2 Upon dissolution of the Group, any surplus assets remaining after the satisfaction of all debts and liabilities shall be transferred to a body that would use said assets for the benefit of National Health Service patients.