

Brown Clee Medical Practice
Patient Participation Group (PPG)

“Working with the Practice for the benefit of patients”

C O N S T I T U T I O N v.2

CONTEXTUAL INFORMATION

The PPG was established by the Brown Clee Medical Practice in accordance with the obligations set out in the NHS General Medical Services Contract Regulations 2015 No. 1862. (Any statutory Acts, Regulations or Guidelines shall be deemed to include any additions, changes or re-enactments made from time to time by the relevant body).

The Contract requires the Contractor (GP holding the Contract) to:

- Engage with the PPG with a view to obtaining feedback from registered patients, in an appropriate and accessible manner which is designed to encourage patient participation, regarding the services delivered by the Practice.
- Review any feedback from the PPG with a view to agreeing improvements (if any) which need to be made to services.

The Patient Participation Group communicates with the organisation currently known as the BCMP Community Group, but the two are wholly separate organisations.

The Constitution which follows sets out a framework to enable the PPG to work with the Practice and patients in an open, democratic and effective manner.

1. THE NAME OF THE GROUP

- 1.1 The name of the group is the Brown Clee Medical Practice Patient Participation Group.
- 1.2 In this document, the group will be referred to as the PPG.
- 1.3 In this document a member of the PPG will be referred to as a member.
- 1.4 In this document the Medical Practice will be referred to as 'the Practice' or BCMP.

2. DESCRIPTION OF THE PPG

- 2.1 The PPG is a not-for-profit, voluntary organisation representing the patients of the Practice.

3. MISSION STATEMENT/ PURPOSES OF THE PPG

The PPG mission is 'Working with the Practice for the benefit of patients'. This mission is achieved through:

- facilitating good relations between the BCMP and patients and communicating patient experience, interests and concerns.
- working collaboratively and positively with BCMP to improve services and facilities for patients, and providing feedback to BCMP on current procedures and proposed new developments.
- building two-way communication and co-operation between BCMP and patients, as well as other individuals and organisations in healthcare and the wider community, to the mutual benefit of all.
- acting as a representative group to assist BCMP during statutory inspections, and with bodies influencing provision of health and social care.
- raising funds when necessary to contribute to the improvement of patient experience and service, or to support other voluntary schemes to benefit patients.

4. THE PPG AUTHORISES THE COMMITTEE TO:

- 4.1 Raise funds, receive grants and donations, and apply these funds appropriately.
- 4.2 Hold funds and manage the PPG bank accounts ensuring that adequate financial controls are in place. The committee is responsible for such management and may seek independent advice if required to achieve this.
- 4.3 Co-operate with and support, other organisations with related purposes.
- 4.4 Do anything which is lawful and necessary to achieve the PPG purposes.

- 4.5 Appoint people with relevant skills in the role of pro-bono Consultant whether or not they are a BCMP patient. Consultants do not have committee voting rights.
- 4.6 In the event of force majeure, and at the discretion of the chair, the frequency and timing of all types of meeting may be varied to suit the prevailing circumstances.
- 4.7 In the event that the PPG is unable to fulfil its purpose, is rendered obsolete, or for any other reason is no longer seen to be required, the committee will communicate with the Contract holding GP. Custody of any PPG funds will be passed to the Practice to be held for the use of a successor organisation.

5. MEMBERSHIP OF THE PPG

- 5.1 BCMP patients over the age of 18 years are eligible to join the PPG as a member.
- 5.2 Membership is achieved by providing contact details (currently email) to any committee member. Acceptance to become a member is automatic. Membership lasts whilst the member remains a patient of BCMP, or until a request to be unsubscribed is received by the committee.
- 5.3 Individuals joining the 'closed group' Facebook page are confirmed as bona fide patients, or BCMP staff members, as part of the acceptance process. They are therefore regarded as members and can gain access to all relevant information and attend PPG meetings.
- 5.4 Members will receive communications and notifications from the committee.
- 5.5 The committee will keep a list of members which will be reviewed annually, prior to the AGM.
- 5.6 The PPG is non-politically aligned and non-sectarian, and will at all times respect diversity and exemplify its commitment to the principles contained within the relevant Equality Acts.

6. OPEN MEETINGS

- 6.1 The PPG committee will organise at least 4 open meetings each year, at least 2 months apart. One of these meetings will immediately follow the AGM.
- 6.2 The PPG committee will invite practice staff and members to attend open meetings within the limitations set by the venue facilities management.
- 6.3 The agenda for the open meeting will be published at least 3 weeks before the date of the meeting.
- 6.4 Members can suggest items for discussion under 'any other business' up to 24 hours before the meeting. At the discretion of the chair, these may be discussed in the

meeting, although the chair is not obliged to include any items which are not in their view urgent or relevant.

- 6.5 A record of attendance and minutes of open meetings will be distributed to all members that have lodged an email address with the committee.

7. ANNUAL GENERAL MEETING (AGM)

- 7.1 The AGM will be held annually, more than 8 and less than 13 months after the previous AGM.

- 7.2 The quorum for an AGM is 10 members (including committee members).

- 7.3 The Agenda of the AGM is:

- to receive the Chair's Report on activities in the previous year •
- to receive the Treasurer's Report on the financial position of the PPG
- election of a committee for the year ahead.

All other business will form part of the open meeting which follows the AGM.

- 7.4 Notification and agenda for the AGM shall be published 8 weeks prior.

- 7.5 Any member, including existing committee members, wishing to stand for election to the committee must advise the secretary in writing not less than 6 weeks prior to the AGM.

- 7.6 There is no limit to the number of terms a committee member can serve.

- 7.7 All candidates for the committee will be asked to provide a short biographical note identifying affiliations or connections with other organisations and briefly describing any experience and skills which they will bring to the committee.

- 7.8 A finalised agenda for the AGM shall be published not less than 4 weeks prior, including details of candidates wishing to stand for election to the committee.

- 7.9 If 6 or fewer candidates have declared for election, no vote will be required and the members standing shall be installed as the new committee. The chair may co-opt additional committee members (up to the required 6).

- 7.10 If more than 6 candidates have declared for election, then a vote shall be held in the AGM. The secretary will prepare voting slips with the candidates listed in alphabetical order of surname.

- 7.11 If the number of members wishing to vote in the election is in excess of the capacity of the venue of the AGM, the committee will make reasonable arrangements to allow participation, by extending voting opportunities beyond members able to attend the AGM in person.

- 7.12 Each member may vote for 2 of the names on the voting slip. The votes (including those legitimately cast outside the meeting) will be tallied by 2 members selected by the chair.

- 7.13 In the event of an equal number of votes are received for the sixth place on the committee, the existing chair shall exercise a deciding vote.
- 7.14 In the event that the outgoing chair does not stand, or is not elected to the new committee, the outgoing chair shall select an interim chair from those members of the new committee. The interim chair shall stand down at the first meeting of the new committee, but is not restricted from standing for the role of chair on the new committee.
- 7.15 In the event that a quorum is not achieved at the AGM, any existing committee members who wish to serve another term are automatically elected to the new committee. The chair will make every effort to co-opt committee members up to the required 6 voting members.
- 7.16 The interim chair will convene a meeting of the new committee within 4 weeks of the AGM.
- 7.17 The first meeting of the new committee will select by consensus the 3 officers for the coming year:
- The chair – to organise and chair all meetings and manage the affairs of the group including liaison with the BCMP Partners, staff, and relevant external agencies.
 - The treasurer – responsible for financial oversight, planning, budgeting and reporting.
 - The secretary – to ensure that all meetings are minuted, and to distribute agenda, minutes and any other information required, on behalf of the group, with prior approval of the chair.

8. COMMITTEE MEETINGS

- 8.1 Committee meetings shall be held at least 6 times a year. The timing of meetings shall be decided by the chair, and best efforts will be made to ensure that all committee members can attend or join the discussions remotely. Committee meetings may be face to face, fully or partially remote, and decisions taken are equally valid.
- 8.2 All committee meetings will have an agenda, and minutes will be taken and kept.
- 8.3 Any committee member who has a conflict of interest on any item on the agenda must declare it to the chair and recuse themselves from that part of the meeting.
- 8.4 A quorum for decision making is 3 members. Decisions shall be by consensus if possible, but the chair will have a casting vote if this is needed.
- 8.5 Each committee member present shall have one vote on each decision to be taken.
- 8.6 In the event that a quorum is not reached, the chair has discretion to decide on any issue which they deem to be urgent.

8.7 If a committee member resigns or otherwise leaves the committee during the term of office, the chair will make every effort to co-opt a member to fill the vacancy.

9. SPECIAL GENERAL MEETING (SGM)

9.1 Any member may propose a change to this Constitution. A change may be the addition, deletion or amendment of any section.

9.2 Any proposal for change to the constitution must be supported by at least 10 member signatories, including the proposer.

9.3 A SGM shall be called if, at the discretion of the chair, a constitutional change has been proposed and received, at the prescribed level of support. This decision will be communicated to the proposer within 2 weeks of receipt.

9.4 The chair shall exercise discretion on the timing of the SGM, based on the urgency of the issue. The date, and location of the SGM must be published at least 4 weeks prior to the SGM.

9.5 The chair of the SGM will normally be the chair of the PPG, and if this is not possible a chair will be chosen by consensus of the other committee members.

9.6 A decision on the proposed constitutional change(s) shall be made by a simple show of hands of those present and entitled to vote. In the case of equality of votes, the chair of the meeting shall exercise a second, or casting, vote.

Adoption of the Constitution

this constitution was adopted on by the members of the interim committee whose signatures appear below.

signature	print name	date

The appendices following do not form part of the Constitution, and if there is a discrepancy between the text of the Constitution and the appendices, the Constitution text has supremacy.