

## **CONSTITUTION OF THE NEW WOKINGHAM ROAD SURGERY PATIENT PARTICIPATION GROUP**

### **NAME:**

The name of the group shall be The Patients' Group

### **OBJECT**

The object of the Group is to promote cooperation between the Practice and Patients to the benefit of both.

### **AIMS**

The aims of the Group are to discuss relevant issues of general interest and matters that benefit all patients and staff. It is not the aim of the Group to use the forum as an opportunity to talk about their own individual issues with the surgery.

### **FUND RAISING**

The Group may raise funds for the purposes of donating to related charities.

### **HEALTH EDUCATION**

The Group should advise the Practice of any health education needs within the community.

### **COMMUNITY NEED**

The Group should assist in assessing community needs to help the Practice improve its services.

### **PRIMARY CARE ORGANISATION**

The Group should be informed of the general practice policies relating to the Berkshire, Oxfordshire and Buckinghamshire Integrated Care Board (BOB-ICB) or any new identity assigned following reorganisation. The Group may express opinions on these policies on behalf of the patients. The Practice should give appropriate consideration to these opinions within the BOB-ICB.

### **MEMBERSHIP**

Membership shall be open and free to all patients, subject to available spaces.

### **COMMITTEE**

The Committee shall consist of a Chair, Vice Chair, Secretary, Treasurer (required only if the group undertakes fundraising), and up to seven committee members from the New Wokingham Road Surgery Patient list, who are nominated and elected annually at the AGM. A Practice representative and other members of the Practice may also attend.

The Committee shall endeavour to meet at least four times between AGMs at such a place specified by the Secretary and agreed by the Chair. The Committee shall manage the affairs of the Group and act on its behalf to further its aims in consultation with the Practice.

A quorum shall consist of four members plus two Officers. The Committee may co-opt individuals for specific purposes or sub-groups. Co-opted members are not eligible to vote. The Committee may fill any vacancy arising among its numbers until the next AGM.

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## **FINANCE**

Any funds collected by the Group, shall be handed to the Treasurer who shall deposit them into an account in the name of the Group at a bank specified by the Committee. Cheques must be signed by two designated Officers. Out of pocket expenses incurred on behalf of the Group shall be claimed at any Committee meeting.

## **ANNUAL GENERAL MEETING**

An AGM shall be held annually in October where possible. Notice of the time, date and place shall be displayed on the PPG notice board in the surgery and on the surgery website at least five weeks prior to the AGM. Any item for inclusion on the agenda must be submitted to the Secretary at least four weeks before the AGM.

## **ELECTION OF COMMITTEE**

All officers and Committee members may stand for election annually at the AGM. If more than one nomination is received for any position, a vote must be taken. The meeting shall decide whether it is by show of hands or a secret written ballot. In the event of a tie the presiding Chair of the meeting shall have a casting vote.

## **NOTICES OF EVENTS AND INFORMATION**

Notices must be displayed prominently on the PPG notice board in the surgery waiting room.

## **REPORTS AND ACCOUNTS**

The Committee shall present at each AGM a report of the activities and its own proceedings during the previous year, together with a statement of accounts up to 30th September.

## **DISSOLUTION**

If upon the dissolution of the Group, any monies remain after all debts have been paid, it shall be donated to the Practice's chosen charity as decided by the Officers.

## **NOTICE AND APPLICATION OF CONSTITUTION**

Any member of the group may request a full copy of this Constitution.

## **ALTERATION TO THE CONSTITUTION**

Any of these rules may be rescinded, amended or waived at an AGM or specially called EGM, provided proper notice has been given to all members. Two thirds of the members of the Committee must agree to the alteration. A copy of the Constitution shall be available at all meetings and no member shall act outside it. A copy of any revised Constitution shall be sent to the Practice Manager.