

# **The Bradford on Avon & Melksham Patients' Participation Group**

## **Constitution Issue No. 2**

- 1 Name of Group** - The Group shall be called:  
The Bradford on Avon & Melksham Patients' Participation Group
- 2 Mission Statement** - To represent the interests of the patients in Bradford on Avon & Melksham and to support the BoA&M Health Partnership for the benefit of the patients.
- 3 Purpose** -
  - 3.1 To establish and maintain beneficial communication between the practice and patients; to give feedback to the practice about patients' principal concerns, expectations and suggestions; to provide a mechanism for receiving patients' suggestions and contributions to the continuous improvement of health services; to receive helpful information about the practice and its organisation.
  - 3.2 To offer a forum for the discussion of health education topics of interest to patients with special reference to the promotion of health and the prevention of disease.
  - 3.3 To encourage the development of voluntary patients' involvement.
  - 3.4 To act as a patients' group on health related matters, being non-political at all times.
  - 3.5 To bring local needs to the attention of the practice.
  - 3.6 To undertake fund raising activities in order to provide extra equipment and facilities for the practice and its patients.
- 4 Affiliations** - The Group shall be affiliated to the National Association for Patient Participation (NAPP) and pay an annual subscription.
- 5 Membership** - Membership of the Group shall be open to all registered patients of the Bradford on Avon and Melksham Health Partnership.
- 6 Management Committee of the PPG**
  - 6.1 A Chairman, a Vice Chairman, a Secretary and a Treasurer shall be elected as Officers at the annual general meeting.
  - 6.2 The management committee shall be elected at the annual general meeting. It shall consist of a maximum of 12 patients including the 4 officers.
  - 6.3 Representatives of the practice attend committee meetings but do not have a vote.
  - 6.4 The Committee shall meet at least 4 times a year, one of which will be the Annual General Meeting. A quorum for the committee shall be 5 members, including two officers. Voting when required will be by 2/3rds majority of members present.
  - 6.5 Up to 2 additional members may be co-opted to the committee for a specific purpose but the period of any co-option will only last for 1 year / until elections at the next AGM. Co-opted persons do not have a vote.

6.6 Sub-committee or working parties may be formed at the discretion of the management committee. The leader of any such team shall be a member of the management committee and shall inform the committee of progress by regular reports.

## **7 Annual General Meeting**

7.1 An annual general meeting of the Group shall be held in September of each year to; receive PPG business, activities and financial reports; to elect officers and members of the management committee and to conduct other relevant business.

7.2 Notification of the AGM will be 28 days in advance by posting notices on notice boards in the surgeries and elsewhere and on web pages, etc where relevant.

7.3 Nominations for elections are to be sent to the Secretary in writing at least 21 days prior to the annual general meeting.

7.4 A quorum for the AGM shall be 12 member patients including 2 committee officers

7.5 Voting when required shall be on the basis of 1 vote for each patient member attending; matters to be decided on a 2/3rds majority.

## **8 Extraordinary General Meeting**

8.1 An extraordinary general meeting shall be called to resolve urgent and important business if a written request, signed by not less than 2/3<sup>rd</sup> of the committee members or 20 members of the patients' Group, is submitted to the Secretary.

8.2 Such a meeting shall be convened within 28 days of receipt of the request.

## **9 Finance**

9.1 The financial year ends 31 August.

9.2 Accounts shall be audited annually by a suitably qualified independent auditor.

9.3 A bank or building society account shall be opened in the name of the Group. Signatories of cheques shall be 2 out of 4 of the Group officers i.e. normally Treasurer then Chairman, Vice Chairman or Secretary.

9.4 All expenditure of sums in support of the Group purposes must be authorised by the management committee.

**10 Dissolution** - The Group shall only be dissolved following resolution at an AGM or EGM where there is a 2/3 rds majority vote for dissolution. Upon dissolution, any remaining funds, after payment of debts, shall be given to a similar healthcare charity.

**11 Changes to the Constitution** - Amendment or alteration to the constitution may only be made by resolution at an AGM/EGM by 2/3rds majority.

**12 Adoption** - This Amended Constitution Issue No. 2 was adopted by resolution at the Annual General Meeting of the Patients' Participation Group on 17th September 2019