

# Northway Medical Centre Patients Participation Group

## FORMAL CONSTITUTION

Northway Medical Centre Patients Participation Group has been meeting since 2005. It is a Not-For-Profit group of volunteers from the patients registered at the practice who meet at least 4 times per year.

In 2017 Northway Medical Centre Patients Participation Group agreed a Terms of Reference document which sought to capture the group's mission statement and operational objectives. The mission statement for the group is *to promote and support the practice and provide a voice for the patient.*

This document accompanies that Terms of Reference and sets out in formal terms the constitution of the group - which is required should the group make any bid for grants or funding to help to deliver the PPG outcomes

### ARTICLE 1 NAME

The full name of the group is: **Northway Medical Centre Patients Participation Group** which may be shortened to **Northway PPG**.

### ARTICLE 2 THE AIMS OF NORTHWAY PPG ARE:-

- To represent the views of patients at the practice
- To increase patients' awareness of health-related issues
- To increase PPG members' awareness of patient issues, needs and views so the PPG can effectively represent these
- To support GPs and other staff at the Medical Practice to bring about positive change to health services e.g. at the practice and/or wider NHS services

### ARTICLE 3 THE PPG VALUES ARE:

#### **Respect**

We will listen and respect everyone's opinions, ideas and views and we will value everyone's contributions

*For example:*

*Enabling everyone at PPG meetings and any other events held by the PPG to have a say*

#### **Working together**

We will, where possible, work with others to enable positive things to happen which benefit patients

*For example:*

*Jointly organising health awareness events with other PPGs, Dudley CCG and Northway Medical Practice*

#### **Open and inclusive**

We will work in open and transparent ways

*For example:*

*Advertise PPG meeting dates to all PPG members and patients at the practice and make minutes of the PPG meetings open to the public by posting them on our PPG noticeboard and publishing them on our website*

#### **Representative**

We will, where possible, represent the voices of all patients

*For example:*

*Finding out the views, opinions and issues of patients at the practice and ensuring PPG members can discuss items relevant to them at PPG meetings/events.*

#### **ARTICLE 4**      **CARRYING OUT THE PPG AIMS**

In order to carry out the aims of the group stated at Article 2, the PPG has the power to:

1. raise funds, receive grants and donations
2. apply for funds to help achieve its aims
3. organise events and activities relevant to the PPG and patients
4. co-operate with and support other groups and organisations e.g. other PPGs, Dudley CCG
5. do anything which is lawful and necessary to achieve its aims

#### **ARTICLE 5**      **THE PPG COMMITTEE**

1. The PPG shall be led by a committee comprising of Chair, Vice-Chair, Treasurer and Secretary.
2. PPG members shall elect the 4 committee members (Chair, Vice-Chair, Treasurer, Secretary) to serve for two financial years.
3. Any PPG member may stand for election as a committee member.
4. Previous committee members may be re-elected to any of the positions.

#### **ARTICLE 6**      **PPG MEMBERSHIP**

1. Membership of the PPG is open to all patients of Northway Medical Practice. The committee members will keep an up-to-date membership list.
2. The committee members may remove a patient's membership if they believe it is in the best interests of the PPG. The member has the right to be heard by the committee members before the decision is made and can be accompanied by a friend.

#### **ARTICLE 7**      **MANAGING MONEY**

1. The PPG will have its own bank account.
2. Money must only be used for helping to achieve the aims of the PPG.
3. Committee members must keep a written record of income and expenditure (accounts). The most recent annual accounts can be seen by anybody on request.
4. Committee members cannot receive any money from the PPG, except to refund reasonable out of pocket expenses.
5. Two committee members will be nominated as the entrusted signatories of the PPG's bank account – for practical reasons, either may authorise any withdrawal from the account.

#### **ARTICLE 8**      **MEETINGS AND COMMUNICATION**

1. The PPG will meet a minimum of 4 times per year
2. The purpose of these meetings will be to achieve the aims of the PPG stated at Article 2
3. These meetings will be led by the Chair and where the chair is absent the Vice-Chair
4. Any members of the PPG can attend such meetings as well as practice staff and GPs of the surgery.
5. Notice of PPG meetings will be circulated by email to all members, 7 days before the meeting. Where PPG members do not have email facilities, they will be contacted by telephone or by post.
6. All PPG members can notify the Secretary in advance items they would like to be discussed at meetings.
7. At the end of each financial year the PPG members will review the achievements of the past year and receive a statement of the income and expenditure of the PPG.

## ARTICLE 9 REQUIREMENT FOR GENERAL MEETING

1. Committee members must call a General Meeting to consult the membership where a significant decision is required by the group – for example:
  - **Winding up the PPG** - any money remaining must be given to a PPG with similar purposes or if from the PPG Purse Fund, back to Dudley CVS/Dudley CCG.
  - **Changes to the Constitution** – to consult the PPG about any changes to this constitution
2. Committee members must also call a General Meeting if they receive a written request from a majority of the PPG members.
3. For any General Meeting:
  - All members of the PPG must be given 14 days' notice and told the reason for the meeting.
  - All decisions require a two thirds majority agreement.
  - Minutes must be kept.

## ARTICLE 10 AGREEMENT TO CHANGE THE NAME OF THE GROUP

This Not-for-Profit group has been meeting since 2005 and was previously known as Northway Medical Centre Patient *Representative* Group (Northway PRG).

The name of the group was changed in 2017 to Northway Medical Centre Patient *Participation* Group (Northway PPG) in order to be consistent with the naming of similar groups supporting other GP practices across Dudley CCG and All England CCGs.

This Formal Constitution was adopted in 2018 and accompanies the Terms of Reference document for Northway PPG, which was agreed in 2017. Any future changes to this Formal Constitution be will be made by a two-thirds majority decision of a General Meeting of the PPG.

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## ANNEX 1 EXPLANATION OF ABBREVIATED TERMS

Abbreviation	Full Name	Further Explanation
<b>CCG</b>	Clinical Commissioning Group	<i>NHS body responsible for planning and buying health services for local area</i>
<b>DCVS</b>	Dudley Council for Voluntary Service	<i>Support hub for local voluntary activities</i>
<b>GP</b>	General Practitioner	<i>Doctor providing local medical services</i>
<b>PPG</b>	Patients Participation Group	<i>Common term adopted nationally for groups of patients who volunteer to support delivery of GP services</i>
<b>PRG</b>	Patient Representatives Group	<i>Previous name of the Patient Group at Northway Medical Centre</i>
<b>ToR</b>	Terms of Reference	<i>Sets out purpose and aims of the group</i>