



CONSTITUTION & COMMENTS FOR CONSIDERATION

The name of the group shall be the Corbett Patient Participation Group, hereafter referred to as the Group.

AIMS AND OBJECTIVES

1. To consult on and plan with other patients, where ever possible, the best practice facilities and service provision.
2. To promote a sense of mutual involvement, partnership and ownership with practice staff and other patients.
3. To provide a forum for patients and practice staff to discuss health care topics of mutual interest.
4. To encourage patients to make constructive suggestions to the practice and to contribute ideas which may be of benefit to patients and practice professionals.
5. To encourage patient self-help projects that meet their needs.
6. To act as a patient representative group that may be consulted on provision of health and social care to patients.
7. To encourage and support the practice to maintain the expected quality of service.
8. To promote the PPG amongst fellow patients and practice professionals.

MEMBERSHIP

1. Membership shall be open to anyone who has an interest in assisting the Group to achieve its aims and objectives, and is willing to adhere to the rules of the Group. However, membership will be restricted initially to 12 members, and a waiting list will be established for future members.
2. Where it is considered membership would be detrimental to the aims and objectives of the Group, the Group shall have the power to suspend and terminate the membership of any member by resolution passed at a meeting.
3. After three consecutive absences from meetings the Group shall have the right to ask that person in writing via the Secretary if they wish to continue with their membership of the Group.
4. Members shall have a right to appeal to an appointed representative from each of the Group, the Practice and a Practice Professional.
5. Any member of the Group may resign his/her membership either verbally or in writing to the Committee.
6. Membership is voluntary.

OFFICERS

The group shall have a Committee consisting of:

- The Chairperson;
- Vice Chairperson;
- Secretary
- Treasurer

And any additional officers the Group deems necessary at the meetings, to carry out the required activities.

1. The officers shall serve a maximum of three years, but should be re-elected annually.
2. All members have the right to resign their post with notice at any time in writing to the Secretary and circulated to all PPG members.

MEETINGS

1. The Group shall meet bi-monthly. Meetings shall enable the Group to discuss actions and monitor progress, and to discuss future developments.
2. All members shall receive an Agenda at least 7 days before the next meeting.
3. All members will be able to submit items for the Agenda at least 10 days before the next meeting to the Chairperson or the Secretary.

4. A quorum of at least 5 Group members must be present at a meeting for a meeting to take place.
5. If the required number of members are not present to make up the required quorum, the meeting can be re-scheduled as appropriate.
6. It shall be the responsibility of the Chairman or Vice Chairman to chair all meeting.
7. All meetings must be minuted and accessible to both Group members, Management and Staff at the Practice and to the patients

FINANCE

1. All money acquired by the Group, including donations, contributions etc., shall be paid into an account operated by the Committee Officers in the name of the Patient Participation Group. All funds must be applied to the objectives of the Group and for no other purpose.
2. A Bank Account shall be opened in the name of "The Corbett Patient Participation Group". Any cheques shall be signed by at least two officers of the Group, one to be the Treasurer, at least one other should be the *Chairman or Secretary*.
3. Any income or expenditure shall be the responsibility of the Treasurer who will be accountable to ensure that funds are utilised effectively.
4. Official accounts shall be maintained by the Treasurer, and these will be examined annually by an independent body who is not a member of the Group. An Annual Report shall be presented at each Annual General Meeting.
5. The Group's accounting year shall run from January to December.

Alteration of the Constitution

Any alteration to the Constitution must be agreed by a majority vote.

Dissolution

This group may be dissolved if deemed necessary by the members in a majority vote at a special meeting.

Any assets or remaining funds after any debts have been paid shall be transferred to the Practice for the benefit of the Practice.

THIS CONSTITUTION WAS ADOPTED AT THE MEETING ON THE

(Date) BY:

Signed:

Chairperson

Signed:

Secretary

Signed:

Member

Signed :

Member