**BEECH HOUSE SURGERY**

**PATIENTS’ PARTICIPATION GROUP**

**2016 CONSTITUTION**

**Overriding Aims**

1. To represent the interests of patients by working constructively together with the Practice to maintain high standards in the provision of health care and services, to the satisfaction of the Practice, its patients and their carers; always being sympathetic to the needs and concerns of patients as well as understanding the demands and responsibilities placed upon the Practice as an NHS provider.
2. The PPG will endeavour to:

* support the Practice in communicating with the Patient Panel;
* provide feedback to the Practice on issues affecting patients’ needs, concerns and interests;
* make proposals to the Practice for maintaining and improving services to patients, the surgery and Practice procedures;
* promote good health care and community support for patients;
* be aware of local and regional consultations and initiatives for patient treatment, support and welfare in the community;
* take account of requirements, recommendations or advice of the Care Quality Commission (CQC);
* participate in Harrogate and Rural District (HaRDNet) activities, where relevant to the development of community treatment and care;
* work with organizations providing community advice and support, to increase patient awareness of available assistance;
* work with other PPGs for the mutual benefit of the wider community.

1. The PPG activities may include, e.g.:

* surveys of patient satisfaction, with opportunity to raise issues and concerns;
* surgery meetings and presentations for patients and carers on help in understanding and coping with particular medically related conditions, disabilities and circumstances;
* keeping in touch with patients by providing a surgery suggestion box, PPG Notice Board and patient-PPG e-mail line;
* occasional fundraising, for proceeds to be spent by the PG for the benefit of patients, and to cover reasonable PPG expense.

1. The PPG will be affiliated to the National Association for Patient Participation (N.A.P.P.).

**PPG Membership**

1. The PPG will have Practice and Lay Members.

**Practice Members (PMs)**

1. The Practice will appoint 3 PMs to include: (i) the Practice Manager, (ii) a Nursing or Staff member, (iii) a Partner. There will be no time limit on their length of membership. When possible the Practice will appoint a substitute for any PPG meeting where the appointed PM is not available.

**Lay Members (LMs)**

1. The aim is to have a working number of 7 LMs who should, so far as practicable, reflect the Practice patient profile as to age, sex and ethnicity. LMs must be:

* Beech House Surgery Patients;
* adult, or a young person aged 16 or 17.

The PPG will have Safeguarding Policy for LMs under 18, or older if in continuing secondary education.

1. Every LM must commit to the following principles:

* membership of the PPG confers no advantage or privilege as a Beech House patient; the PPG message to all patients is: “We are patients, just like you!!”;
* membership must never be used as a platform for personal complaints or to pursue a personal agenda;
* membership demands a courteous and considerate approach to discussions, respecting the right of others to express views, suggestions and comments in a constructive and proportionate manner;
* membership involves a commitment to use best endeavours to fulfil terms of service requirements, to attend PPG meetings and to participate in PPG activities, (recognising that all LMs are volunteers whose personal commitments and circumstances will sometimes take priority).

**Appointment of Lay Members**

1. LMs will be offered appointment by invitation from the PPG after consultation between Practice and LMs. The Practice or any LM may nominate a patient for invitation.
2. Any patient may at any time to apply to be a Lay Member by contacting the PPG through the Practice Manager or any PPG Lay Member.
3. The PPG will advertise LM vacancies as they arise, in accordance with the aim of Rule 7.
4. Where a vacancy exists, but not otherwise, applications will be considered by the Practice, the PPG Chair and Secretary together with any other LM who knows the patient. The Practice may have regard to the Applicant’s medical records and history as a Beech House patient, but the medical records will at all times remain confidential to the Practice.
5. The Practice Manager, Chair and Secretary may arrange a meeting with the applicant to answer questions and discuss:

* the reasons for applying,
* the contribution the applicant would make to the PPG,
* the commitments expected of an LM, and
* agreement to Rule 15.

1. All applications will be considered in strict confidence at a PPG meeting where the views of the Practice and LMs will be taken. An invitation will be offered to a person who, in the opinion of the PPG, clearly demonstrates commitment to support and promote the aims and activities of the PPG, taking into account that PPG membership should, so far as practicable, reflect the Practice patient profile (Rule 7).
2. A decision of the PPG not to invite a patient to become a member will remain confidential and must be accepted as final.

**LMs length of appointment**

1. Lay Membership will commence on the date of acceptance of appointment by the Member, and be:

* for an ordinary period of 3 years,
* but with the agreement of the PPG may continue for up to a maximum of two further periods of 12 months.

1. A LM may resign at any time on 3 months’ notice wherever possible, and must resign immediately on ceasing to be a Beech House patient.

1. (a) Where the PPG finds that a LM, through personal or any other circumstances, has become unable to meet the reasonable expectations of PPG membership, the member may be asked to resign from the Group after a period of notice, and must resign at the end of that period unless the PPG decides otherwise.

(b) Where at any time it appears to the PPG that a person’s continued membership is against the interests of the Group, its aims, activities or procedures, the PPG may by resolution at a PPG Meeting, of which the member has due notice, terminate that membership with immediate effect.

**Chair, Secretary, Treasurer**

1. A post being vacant, or within 2 months of a post becoming vacant, any LM may offer to serve. Following election to post at a Meeting of the PPG the appointment will take effect on the date decided by the PPG at the time of election.
2. Each post is to be occupied by different LMs. A LM may hold different posts at different times. Each appointment will initially be for up to 2 years, regardless of time already served as a LM, and may continue for no more than two further periods of 12 months, providing no LM serves for more than an aggregate of 5 years in whatever capacity.
3. A member may resign any such post at any time on three months’ notice where possible.
4. Any vacant post may be filled by a serving LM on a temporary basis for such period as approved by the PPG.
5. The functions of Chair, Secretary and Treasurer will be as appear necessary for the efficient management of the PPG, and may be set out in a memorandum agreed by the PPG.

**PPG Meetings and Procedures**

1. The PPG will hold at least 5 Ordinary Meetings and an Annual General Meeting in any 12 months.
2. Ordinary Meetings will have an appointed date and time agreed at the close of the previous Meeting. An appointed date or time may be changed for convenience, as agreed and notified to each member at least 7 days before the changed date or time, or such lesser period as time allows following the reason for change becoming necessary.
3. Business will be as per an Agenda sent by the Secretary to each member at least 7 days before the Meeting.
4. A LM may stand in for an absent Chair or Secretary.
5. **Voting.** All PPG decisions are by majority vote of appointed members present. The elected Chair has a casting vote, or may refer a tied decision to a subsequent Meeting. A stand-in Chair must refer a tied decision to a subsequent meeting.
6. To make a **voting quorum** there must be present at least one PM and four LMs. A Meeting without a voting quorum may continue and record its business in Minutes. Un-voted Agenda items will be held over to a subsequent Meeting.
7. The Chair may at any stage of a Meeting declare an item of business to be unfinished and the unfinished matter will be held over to the next Ordinary Meeting or specially convened meeting.
8. **Special Meetings** may be held for any particular purpose, and will so far as practicable be arranged and conducted as an Ordinary Meeting.
9. **Sub-Committees** may be appointed by the PPG for any purpose, to include PMs and LMs as thought necessary and approved by the PPG.
10. **Co-option**. Any person may be co-opted onto any Ordinary Meeting of the PPG or a Sub-Committee on such terms and for such purposes as approved by the PPG, (and in exceptional circumstances this may include co-option of a person whose previous appointment to the PPG has expired under Rules 15 and 19). A co-opted person may only vote on matters relating to the purposes for which co-option was approved, and will be part of a quorum on such matters but not otherwise.

**Annual General Meeting**

1. An Annual General Meeting will be held at approximately 12 monthly intervals and be open to all patients on the Beech House Panel at the Meeting date.
2. Notice of the appointed date, time and place will be circulated to patients by e-mail and the Practice website and be displayed in the Surgery at least 28 days before the appointed date. Notice of a proposed Agenda will be given likewise at least 14 days before the appointed date.
3. Any Patient may request that an item be included in the Agenda by notifying the Practice Manager at least 7 days before the appointed date. The Chair, Secretary and Practice Manager will decide whether the item is proper to be so included or be dealt with under an item already appearing on the Agenda. Where a proposed item is not considered proper for inclusion, the Patient will be given reasons for that decision as soon as practicable but not less than 48 hours before the Meeting, and that item will not be open for discussion at the Meeting.
4. Agenda items must include:

* the Chair’s Report of PPG activities in the previous 12 months and current proposals for the year ahead;
* a report of any current or completed surveys of patient opinion, feedback to the Practice and related action;
* Surgery improvements;
* a review of Practice and Surgery staff changes;
* a statement of the current membership of the PPG and present/forthcoming vacancies;
* Treasurer’s Report;
* Any Other Business.

1. Procedure at an AGM will be subject to direction and rulings by the Chair. Rules 26 to 29 will be applied.
2. Any Beech House Surgery Patient present at the Meeting may, with leave of the Chair, speak on an issue appearing on the Agenda.
3. Where any item of business needs to be settled by vote, if the PPG Members decide that further consideration is necessary before being voted upon, the item may be referred by the Chair to a Special Meeting of the PPG arranged under Rule 31, at which interested non-Member patients may be present when that item is further discussed and voted upon. Otherwise, the vote will be taken by the PPG Members present at the AGM and the result will be declared to the Meeting.

**Adoption of the Constitution; continuation of PPG Members; revision or amendment**

1. This Constitution will take effect as approved at the Annual General Meeting held on 25 May 2016.
2. Lay Members of the PPG at the date of approval will continue in post for a further period of 12 months, regardless of the commencement date of their appointment, or until the period or periods of appointment as provided in this Constitution expire, whichever is later.
3. Any revision or amendment of this Constitution will take effect after being approved at an Annual General Meeting or a Specially convened meeting held subject to such AGM Rules as applicable.

Dated: 25 May 2016.

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Dr ……………………………….., Nina Douglas,

On behalf of Beech House Surgery Practice Chair of the Patients’ Participation Group