

CONSTITUTION of the Beechfield Medical Centre Patient Participant Group

1. Name

The group shall be called the Beechfield Medical Centre Patient Participation Group (BMCPPG).

2. The Group

Membership of BMCPPG Is open and free to all registered patients of the Medical Centre.

3. Aims and Objectives of The Group:

- a. To strengthen the relationship between the Practice and its patients, to assist the Practice improve its healthcare provision and ensure patients are at the heart of any decision making where appropriate.
- b. To be a patient voice: promoting a culture of patient engagement and involvement
- c. To assist the promotion of continually evolving and improving healthcare and treatment
- d. To challenge and support: help the Practice to enhance service delivery

4. Membership of the Beechfield Patient Participation Group

- a. The group shall consist of no more than twelve (12) patients of the Practice, which will take a positive approach in reflecting a cross section of the patient base.
- b. Ex-officio or affiliated members will be allowed at the group's discretion but without voting powers.
- c. When a vacancy arises, appropriate advertising will take place and those involved in the selection process will then consider the most appropriate candidate taking into account evidence of how the individual will contribute to the following:
 - The balance of the group and positive representation of the many individual groups that constitute the wider patient base
 - Open, honest and constructive debate of patient issues The Aims and Objectives of the BMCPPG and the ability to support fellow group members in achieving them

5. Membership of the Beechfield Medical Centre Patient Participation Group Online (BMCPPGO)

- a. The BMCPPGO shall be open and free to all patients of Beechfield Medical Centre and not limited to any number.
- b. BMCPPGO is to be a consultative body and a sounding board, allowing maximum involvement without having to attend formal meetings.
- c. BMCPPGO will be wholly run by the Secretary and Chair of the BMCPPG.
- d. Membership shall be terminated in the event of the member ceasing to be a patient of the practice.

6. Officers of BMCPPG

- a. The group will select a Chair, Deputy Chair, Secretary and Treasurer who will hold office for a period of 1 year or until the next AGM, whichever is sooner.
- b. All officers may, should they so wish, stand for re-election at an AGM subject to being appropriately nominated.

7. Meetings:

- a. The BMCPPG shall endeavour to meet not less than six times a year.
- b. Notice of the day, time and place will be given via the Practice website and by email from the BMCPPG.
- c. Any item for the agenda shall be sent to the Secretary for consideration at least two weeks prior to the date of the meeting.
- d. The secretary may, at their discretion, exclude a submitted item from the agenda should they believe it to be outside the remit of the group, contrary to the group's interests or already dealt with at a previous meeting. In this event, the secretary is to ensure that the item and the reasons for exclusion are circulated to the group at the same time as the agenda is issued.
- e. Four voting members will constitute a quorum.
- f. Meetings that are inquorate within 15 minutes of the scheduled start time are to be abandoned and all scheduled items for discussion are to be carried over to the next scheduled meeting.
- g. In the absence of both the Chair and Deputy Chair, at any meeting, those present may nominate a Chair from amongst the voting members present for the duration of the meeting who will exercise the same authority and rights as if the Chair or Deputy Chair had been in attendance.
- h. Only items on the agenda will, if necessary to bring them to resolution, be voted upon.
- i. Decisions will be taken by a simple majority vote which, in the event of a tie, will be decided by the casting vote of the Chair.
- j. Sub-committees may be set up for any reasonable purpose and meet as necessary to meet their remit to report back to the BMCPPG. They have no powers to act independently and may have non-BMCPPG members to assist their role, in which case confidential matters may not be dealt with.
- k. The BMCPPG may fill any vacancy occurring among its numbers until the next AGM.
- l. There should be at least one representative of the Practice at each meeting who will have an advisory role, but no ability to vote whether a patient at the practice or not. .

8. Finance:

- a. The BMCPPG can raise funds for both its own administration costs and to help purchase items for the Practice, subject to the agreement of the practice in relation to the scope and application of any donations so offered and accepted.
- b. The BMCPPG will aim to be self-supporting financially.
- c. BMCPPG will maintain a bank account in its own name, and with no direct, indirect or implied association whatsoever to the normal business of the practice nor its partners
- d. Reasonable and prior approved out of pocket expenses on behalf of the BMCPPG may be claimed.
- e. Annual associate membership shall be paid to NAPP.
- f. The treasurer will maintain accurate, contemporaneous records of all financial transactions and provide summaries at each meeting with a comprehensive financial report to the AGM following audit by two other officers of the BMCPPG.

9. Annual General Meeting (AGM):

- a. An AGM shall be held and be open to all patients and staff. All registered patients in attendance at the AGM will have the right to vote on all matters dealt with at the AGM.
- b. There will be no facility for proxy, postal or any other method of registering a vote other than in person at the AGM.
- c. Notice of the day, time and place will be given via notice boards, the Practice website and by email to the BPPGO.
- d. The AGM will consider the election or re-election of BMCPPG Officers, receive a report from the Chair in relation to the activities of the Group for the previous year and proposed activity for the year ahead, receive a financial report from the Treasurer and deal with any constitutional issues that have been duly and correctly notified to the Secretary.
- e. The AGM will not deal with any aspect of the ordinary business of the Group, and there will be no additions to the agenda, or "Any Other Business".
- f. The AGM will be followed immediately by an ordinary meeting of the Group to allow all re-elected or newly elected Officers to take office with immediate effect.
- g. The Secretary will coordinate all items for the agenda and ensure that it is issued at the same time as the Notice of the Meeting
- h. All BPPG members may offer themselves annually for re-election at the AGM. If more than one nomination is received for an Officer position then a vote must take place. In the event of a tie the Chair has the casting vote.
- i. At subsequent AGM's, a third of the group shall stand for re-election based on length of time served.

10. Annual Report:

- a. The BMCPPG Chair shall present a report of the activities of the group during the previous year at each Annual General Meeting, and provide a proposal relating to activity for the year ahead. In the event that the office of Chair changes at the AGM, the incoming Chair will be required to deliver his vision to the Group for the year ahead.

11. Notice and Application of the Constitution.

- a. Best practice will be sought at all times and nothing in this constitution should be used to hinder the process of ongoing improvement
- b. This constitution to be reviewed and recommendations for changes will be made by the BMCPPG to be considered at the AGM
- c. Changes can only be made at the AGM or at a special meeting called for that purpose which will be decided on the basic majority principle outlined in 7i above.
- d. The Constitution will be publicly available on the practice website and on the BMCPPG Notice Board at the practice.