

# **Meads Patient Participation Group**

## **The Constitution**

The aims and objectives of Meads Patient Participation Group, also known as the Patients' Voice, is to give all patients registered with the Meads Medical Centre a voice in the organisation and provision of their care by encouraging development and quality of health promotion and health care services. It will achieve this aim by liaising with the doctors and staff, community health workers and Health Authorities and other organisations concerned with health care. It will also be inclusive, non-political and non-sectarian

### **Organisation and membership**

All patients registered with the Meads practice are automatically members of the PPG and membership will cease when a patient leaves the practice. Patients will be represented by an elected committee which will liaise and work with the practice on their behalf. Members will receive regular updates of the committee's work via email, if they so wish, and social media.

### **The PPG committee**

A committee, which will be responsible for representing the PPG to the practice, will be elected at the annual general meeting. It will consist of a Chair, Vice-Chair, Treasurer, Secretary and six other members. All members of the committee retire annually but are eligible for re-election. The quorum for a committee meeting will be the Chair or Vice-Chair and three other members. It should meet at least six times in 12 months. The committee will have the power to fill a vacancy and may co-opt a maximum of three other members as required. Each committee member will have one vote. Committee members must declare any direct interest they may have in any topic under discussion and, if the committee decides, will forfeit their right to vote on the issue. A simple majority by a show of hands or a secret ballot will decide issues. The committee may form sub-groups to handle specific issues, which would report back to the committee. One member will be selected to represent the PPG on the High Weald Locality Patient Representative Group.

### **Activities of the elected committee**

The PPG committee will be kept informed of the practice's policies and may express opinions on these policies on behalf of the patients. It will consult with the practice to influence decision making, ensuring services are responsive and continually improving. It will advise the practice on the education needs of the community by encouraging and supporting activities within the practice to promote preventative medicine and healthy lifestyle choices. It will also ensure that patient information and advice is readily available and clearly presented.

### **Finance**

All monies raised by or on the behalf of the PPG will be used to further the aims and objectives of the group and for no other purpose. The money will be held by the practice on behalf of the PPG. The Treasurer will keep an account of the income and expenditure.

### **Annual General Meeting**

All members of the PPG may attend AGMs, the date of which will be advertised no later than 14 days in advance. At the AGM, the Chair will report on the PPG's activities during the past 12 months after which the elections will take place. The AGM will also deal with any special issue affecting the PPG. In an emergency, an Extraordinary General Meeting can be called if 15 or more members submit a request in writing to the Secretary.

### **Child protection and data protection**

The PPG will ensure that any activities it is involved with will provide a safe environment for children. If group activities are to involve children, Child Protection Policy will be adopted and a committee member will be appointed to take responsibility for its implementation.

The PPG will also comply with all data protection legislation.

### **Conduct**

Members will conduct themselves at all times in a reasonable and responsible manner at meetings. Members will be excluded if they contravene the aims of the PPG, use abusive language or violent behaviour.