

The Constitution for Oaklands and Yeovil Health Centre PPG

- 1. Name: The name of the PPG will be Oaklands and Yeovil Health Centre Patient Participation Group (OYHCPPG)**
- 2. Purpose: To develop communications between the Practice and its Patients, to support the patients on both sites by providing a fortnightly drop- in coffee morning to assist with isolation, and to satisfy the current requirement for all English GP Practices to form a PPG.**
- 3. Committee: The PPG will be managed by a committee comprising a minimum of 4 and a maximum of 12 members. The officers of the PPG will *include* the following:**

Chairman

Vice Chairman

Secretary

Treasurer

Practice Manager or Deputy

One clinical member of staff

One health coach

The committee will have the power to co-opt additional temporary members on an ad hoc basis for specific purposes.

- 4. Role: The role of the PPG will include:**
 - * Advising the Practice on the Patient perspective**
 - * Organising health promotion events**
 - * Communicating between the Practice and the wider Patient body**
 - * Carrying out research into the views of Patients and Carers**
 - * Co-operating with groups and organisations with similar aims – e.g. other PPGs**
 - * The raising of funds and receiving of grants and donations**
 - * Helping the surgery community by supporting coffee morning group held at Oaklands Surgery**
- 5. Membership: All patients and staff will be de facto members of the PPG. Members will be invited to any general meeting of the PPG, which will be advertised in both surgeries and on the surgery website. Any member may apply to become a member of the Virtual PPG. The committee will keep an up to date record of all active Members of the VPPG.
The Committee will have the power to remove a person's**

membership if they believe it to be in the best interest of the PPG. The member will have the right to be heard by the committee members before any such decision is made, and may have a friend To accompany them.

6. **Annual General Meeting:** An AGM will be held at intervals of not more than 14 months. At least 14 days' notice will be given to all members by advertisements posted within the surgeries and on the website detailing the agenda and location. Minutes will be kept of the meeting and published within 14 days. There must be at least five members present at the AGM. If fewer than five members attend, then the AGM will be postponed until a later date.
7. **Committee Meetings:** The PPG will hold not less than four meetings per year. At least three committee members must be present in order for decisions to be made. Minutes will be taken at each meeting. Minutes will be published on the surgery website.
8. **Money and Property:** If the PPG starts to fundraise, or is given a donation, a bank account must be set up to manage that money. Money must be held in a bank account opened in the name of the PPG. All cheques must be signed by the Treasurer and one other nominated committee member. The coffee morning account is separate solely to provide transport for elderly and disabled people wishing to attend the fortnightly event.
9. **General Meetings:** If the committee members consider it necessary to change the Constitution, or to wind up the PPG, they must call a general meeting so that the wider membership can approve the decision. Changes to the Constitution may be made at the AGM. The Committee may make minor changes to this document during the first year or before the first AGM. In the event of a winding-up, any money from fundraising is to be ring fenced and given to the appropriate body for which the funds were raised. Any additional money or property remaining after payment of debts is to be passed to a PPG with similar aims to the OYHCPPG.
10. **Virtual PPG:** The PPG will continue to maintain a Virtual PPG with a view to accessing patient views from a wider demographic than would be available otherwise.
11. **Constitution Adoption:** this Constitution was adopted on the _____ by the members who have signed below, and will be committee members until the AGM which will be held no later than 14 months from this date.