

# CONSTITUTION OF THE WATERLOO PRACTICE PATIENT PARTICIPATION GROUP

Adopted at the Meeting on 8<sup>TH</sup> JUNE 2015 at the practice

**NAME:** The name of the group shall be WATERLOO PRACTICE PATIENT PARTICIPATION GROUP' (WPPPG).

**ASSOCIATION:** WATERLOO PRACTICE PPG (WPPPG) is affiliated to the National Association for Patient Participation (NAPP) and is governed by the Rules of the said Charity.

**OBJECTS:** The object for which WPPPG is established is to promote the relief of sickness and preservation and protection of health for the public benefit by fostering the highest possible standard of primary medical care through the medium of patient participation.

## **AIMS:**

1. **COMMUNICATION:** The WPPPG members should act as a communication channel between the Waterloo Practice team and the community in order to help patients use facilities to the best advantage and the practice to implement policies influenced by representative patient views.
2. **PATIENT CHARTER:** The WPPPG may from time to time conduct surveys on behalf of the practice in order to develop and monitor the Waterloo Practice Patient Charter.
3. **FUND RAISING:** The WPPPG has the option to act as a focus for fund raising activities.
4. **HEALTH EDUCATION:** The WPPPG should advise the Practice of health education needs in the community in order for the Practice to provide appropriate and useful community health education meetings. The WPPPG will continue to provide leaflets for the Patient Library as required.
5. **COMMUNITY 'NEEDS':** The WPPPG should have a role in assisting in assessment of community 'needs' to help the Practice improve its service.
6. **PRIMARY CARE GROUP:** The WPPPG will be informed of the general practice policies relating to the Primary Care Trust to which the Practice belongs. The WPPPG will express opinions on these policies on behalf of the patients. The practice will give appropriate consideration to these opinions within their PCT.

**MEMBERSHIP:** Membership shall be open and free to all patients and staff of the Waterloo Practice.

**COMMITTEE & OFFICERS:** The Committee shall consist of Local Group Representatives and up to six other Committee members nominated and elected annually by the membership. A Chair, Secretary, Membership Secretary and Treasurer shall be appointed as officers by the Committee from among their number.

The Committee shall endeavour to meet not less than six times in year, at such times and place as the Secretary shall specify as agreed by the Chair.

The Committee shall be empowered to manage the affairs of the WPPPG and to take any action on its behalf to the aims of the WPPPG.

At the meetings of the Committee, four members plus one officer and a practice representative shall constitute a quorum. The Committee may co-opt up to two people for specific purposes of the Committee or any sub-group. Co-opted members are not eligible to vote.

**FINANCE:** All sums collected by the WPPPG shall be handed to the Treasurer who shall pay the same into an account in the name of the group at such post office, bank or building society as committee may from time to time decide. All cheques must be signed by two members of the Committee from three nominated account signatories. Out of pocket expenses on behalf of the group may be claimed at any committee meeting. Annual associate membership shall be paid to NAPP.

**REPORT & ACCOUNT:** The Committee shall present at each year end a report of the activities of the Group and its own proceedings during the previous year, with a statement of accounts up to the end of the financial year on 31 March. The "year" ending 31 March 2016 will run from 1 March 2015.

**DISSOLUTION.:** If upon winding up or dissolution of the Waterloo PPG there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to the practice or charity.

**NOTICE & APPLICATION OR RULES:** Any member of the Waterloo PPG shall upon request be supplied with a copy of these rules.

**ALTERATION TO THE RULES:** Any of these rules may be rescinded or amended or waived by a resolution passed at a Special Meeting of which proper notice shall have been given to all members, by a two-thirds majority of the members present and voting. 'Provided that no alteration shall be made which would cause the Waterloo PPG to cease to be associated to NAPP.