



Stewart Medical Centre
15 Hartington Road, Buxton,
Derbyshire, SK17 6JP

Constitution of the Stewart Medical Centre Patient Participation Group



SMC PPG

NAME

The name of the group shall be 'Stewart Medical Centre Patient Participation Group'. (The PPG)

ASSOCIATION

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

PURPOSE

The purpose of the PPG is to promote and sustain co-operation between the practice and patients to the benefit of both.

AIMS AND OBJECTIVES

The aims and objectives of the PPG are:

- (a) To seek out and listen to the views of patients, carers and staff on service development and provision.
- (b) To inform and influence practice decision making, ensuring that services are responsive and continuously improve.
- (c) To support and build a two-way relationship between patients and the practice by providing feedback on patients' needs, concerns and interests and providing constructive criticism and suggestions whenever necessary.
- (d) To raise issues for consideration which are evidence based and reflect matters of wider concern.
- (e) To liaise with other PPGs in the area to identify and solve problems of common interest.
- (f) To support the North Derbyshire Clinical Commissioning Group to gain feedback on healthcare and social care services and to inform local commissioning decisions and planning.
- (g) To provide feedback to and get involved in local and national consultations.

OPERATION OF THE GROUP

The PPG will operate as follows:

- (i) Membership of the Patient Participation Group shall be open to all patients and staff of the Stewart Medical Centre.
- (ii) The PPG officers will be a Chairperson, Vice-Chairperson (with the powers of the Chairperson in their absence) and Secretary nominated and elected annually at an

Annual General Meeting. Interim officers may be appointed until the next Annual General Meeting.

- (iii) Membership of the PPG (meeting and / or online groups) does not confer any prior claims on the practice or any right to preferential treatment.
- (iv) Membership of the PPG shall be terminated in the event of a member ceasing to be a patient of the practice or a member of staff.
- (v) Notice of the day, time and place of meetings will be given via notice boards, the practice website, by E-mail to the online PPG and by post to postal members. Any item for the agenda shall be sent to the Secretary, Chairperson or Practice Manager at least two weeks prior to the meeting.
- (vi) Meetings shall be conducted in the manner specified in the CODE OF PRACTICE.
- (vii) There should be at least one representative of the practice at each meeting.
- (viii) At least four members are required at a meeting to constitute a quorum.
- (ix) Decisions will be taken by consensus. However, any member may call for a vote which will be by a simple majority. In the event of a tie the Chairperson shall have the casting vote.

FINANCE

The PPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses on behalf of the PPG may be claimed from the practice. The annual associate membership fee shall be paid to N.A.P.P. by the practice.

ANNUAL GENERAL MEETING

An AGM shall be held in the Autumn of each year. Nominations for officers and other items for the agenda shall be sent to the Secretary or Chairperson at least two weeks prior to the date of the AGM. A report on the progress during the previous year and membership of the PPG shall be presented at each AGM.

ELECTION OF OFFICERS

All PPG officers 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 Chairperson has the casting vote.

AVAILABILITY AND AMENDMENTS TO THE CONSTITUTION

This constitution will be available on the practice website or, if requested, hard copy from the practice. It will be considered at the AGM and reviewed and amended as required by the PPG.

CODE OF PRACTICE

Meetings of the PPG shall be conducted in the following manner:

- (a) All views will be listened to but the interests of the wider patient group will be the central focus of all discussion.
- (b) Members will respect each other's views and not interrupt.
- (c) Confidential matters and discussions that are not minuted are not to be shared outside the meeting.

- (d) The practice will listen constructively to patients' views and proposals and will respond explaining what action the practice will take. If no action can be taken the practice will explain why not.
 - (e) Meetings will be at least quarterly and will be scheduled to be up to two hours long.
 - (f) Minutes of the meetings will be available in the public domain. Only the number attendees will be identified in the minutes. When appropriate, an identifying code will be given for members with specific actions from a meeting. No patient who indicates concerns, problems etc. is to be identified in the minutes.
 - (g) All PPG members will work together and support each other to meet the objectives of the group.
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