

Trent Valley Surgery Patient Participation Group Constitution

1. **Name:** The name of the Association shall be ‘Trent Valley Surgery Patient Participation Group’ (TVS-PPG).
2. **Type of association:** Trent Valley Surgery Patient Participation Group is an unincorporated not for profit association.
3. **Area of activity:** The catchment area of Trent Valley Surgery.
4. **Purpose:** Trent Valley Surgery Patient Participation Group shall represent the patients of Trent Valley Surgery Practice (Practice) and facilitate communication between the Practice and its patients by providing a forum for beneficial discussion in areas such as health promotion and education, improvement of the Practice and local health services, and other topics as determined by the needs of the Practice and its patients.
5. **Aims:** To achieve its purpose Trent Valley Surgery Patient Participation Group shall:
 - 5.1. Be representative of the Practice patient population.
 - 5.2. Provide an independently informed link between patients (and their carers) and Practice doctors and staff.
 - 5.3. Gather and analyse views from Practice patients on local health and care issues, comment upon and offer opinion on these views to representatives of the Practice.
 - 5.4. Communicate with the wider patient body about local health and Practice issues.
 - 5.5. Liaise with Practice doctors and staff, community health workers, Health Authorities, Integrated Care System (ICS), Clinical Commissioning Group, health service providers and other such persons or organisations concerned with patient health care.
 - 5.6. Fundraise to improve the facilities and services provided by the Practice

Note: It is not an aim of the TVS-PPG to represent patients with a complaint concerning medical treatment received from the Practice; standard NHS procedures should be used.

6. Powers: The Trent Valley Surgery Patient Participation Group will:

- 6.1. Be a member of the ‘National Association for Patient Participation’.
- 6.2. Raise funds to pursue the above aims.
- 6.3. Maintain a bank account.
- 6.4. Have appropriate insurance.
- 6.5. Work with similar Patient Participation Groups and exchange information and advice with them.
- 6.6. Do all such other activities, enterprises, projects or ventures that can in the opinion of TVS-PPG be deemed conducive (either directly or indirectly) to the attainment of the above aims.
- 6.7. Do such things as are lawful and necessary in order to pursue the aims of the organisation.

7. Patient Participation:

- 7.1. Participation in the activities of the TVS-PPG shall be open to any individual over 16 years of age who is a registered patient of the Practice and interested in helping the TVS-PPG to achieve its aims. Young people between the ages of 16 and 18 will require their parent’s written consent to participate in the activities of TVS-PPG.
- 7.2. Participation shall be without regard to disability, political or religious affiliation, race, gender or sexual orientation.
- 7.3. Participation in the activities of the TVS-PPG may be suspended for a good and proper reason by the TVS-PPG officers, provided that the patient concerned shall have the right to be heard at a TVS-PPG Management Committee meeting, accompanied by a friend, before a final decision is made.

8. Association Management:

- 8.1. The management of the TVS-PPG, known as the Management Committee, shall consist of the three officers plus a maximum of 7 individuals elected at the Annual General Meeting. Other patients at the Practice may fill vacancies as they arise, provided that the maximum prescribed is not exceeded. Individual Practice patients may be co-opted onto the Management Committee in an advisory and non-voting capacity.
- 8.2. Staff representatives from the Practice may be invited to meetings of the Management Committee meetings on a advisory and non-voting basis.

- 8.3. The Officers of the TVS-PPG shall be: the Chairperson, the Treasurer and the Secretary. These shall be elected at the Annual General Meeting. If a vacancy occurs between AGMs it shall be filled by nomination and election from within the Management Committee.
- 8.4. The Management Committee shall meet at least four times a year. At the discretion of the Chair and Secretary management committee meetings may be held either physically or via a suitable video conferencing application.
- 8.5. At least two meetings of the Management Group shall be open to patients of the Practice to attend in a non-voting capacity.
- 8.6. At least three Management Committee members must be present for a meeting to take place.
- 8.7. Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- 8.8. Minutes from meetings of the Management Committee will be publicly available to Practice patients and published on the Practice website and notice boards at the surgeries.
- 8.9. A member of the Management Committee will stand down if they are no longer a patient at the Practice or whose attendance is less than 50% of committee meetings held over proceeding 12 months. A member may be suspended or removed from the Committee for a good and proper reason by the TVS-PPG officers, provided that the member concerned shall have the right to be heard at a TVS-PPG Management Committee meeting, accompanied by a friend, before a final decision is made.

9. The Duties of the Officers

- 9.1. The duties of the Chairperson are to:
 - i. Chair meetings of the Management Committee and the TVS-PPG,
 - ii. Ensure that there are regular lines of communication between the TVS-PPG and Practice,
 - iii. Represent the TVS-PPG at functions / meetings that the TVS-PPG has been invited to and
 - iv. Act as the spokesperson of the Management Committee and the TVS-PPG when necessary.
- 9.2. The duties of the Secretary are to:

- i. Keep a contact list of the Management Committee members and when necessary that of patients of the Practice participating in TVS-PPG activities,
- ii. Prepare in consultation with the chairperson, the agenda for meetings of the Management Committee,
- iii. Take, keep and circulate Management Committee and TVS-PPG minutes of all meetings and publish on the Practice website and notice boards at the surgeries.

9.3. The duties of the Treasurer are to:

- i. Supervise the financial affairs of the Association,
- ii. Setup and manage the bank account
- iii. Keep proper accounts that show all monies received and paid out by the Association.

10. Finance:

- 10.1. All monies received by or on behalf of the TVS-PPG shall be applied to further the aims of the TVS-PPG and for no other purpose.
- 10.2. Any bank accounts opened for the TVS-PPG shall be in the name of the 'Trent Valley Surgery Patient Participation Group' (abbreviated as TVS-PPG) and have at least three registered signatories from the Management Committee, one of which is the Treasurer.
- 10.3. Any cheques or online payments issued shall be signed or authorised by the Treasurer and one other nominated member of the Patient Management Committee.
- 10.4. The Association shall ensure that its accounts are audited or independently examined every year.
- 10.5. The Management Committee may pay, at its discretion and availability of funds, reasonable out-of-pocket expenses including travel, childcare and meal costs to Management Committee members carrying out TVS-PPG business.

11. Annual General Meetings:

- 11.1. The TVS-PPG shall hold an Annual General Meeting (AGM) within 15 months of the last.
- 11.2. The Practice patients shall be given at least 28 days' notice of the AGM and shall be entitled to attend. Voting shall only be available to Practice patients who attend the AGM.
- 11.3. At the discretion of the Chair and Secretary a AGM may be held either physically or via a suitable video conferencing application.

11.4. The business of the AGM shall include: receiving an annual review from the Practice, a report of the TVS-PPG's activities over the year from the Chairperson, receiving a report from the Treasurer on the finances of the TVS-PPG, election of officers and members of the Management Committee and considering any other matter as may be decided.

11.5. At least 3 TVS-PPG committee members must be present for the Annual General Meeting and any other Special Meeting to take place.

12. Special General Meetings:

12.1. The Chair of the Management Committee, or 3 TVS-PPG Committee members may call a Special General Meeting to discuss an urgent matter. The Secretary shall provide Practice patients 28 days' notice of any Special General Meeting together with notice of the business to be discussed.

12.2. At the discretion of the Chair and Secretary a Special General Meeting may be held either physically or via a suitable video conferencing application.

13. Alterations to the Constitution:

13.1. At least two-thirds of those present and voting at any Annual or Special General Meeting must agree any changes to this Constitution.

14. Change of Association status:

14.1. Should the Management Committee, in agreement with the Practice decide by a simple majority vote that it is in the interests of the TVS-PPG to change its status. This shall be done by resolution at either an Annual General Meeting or Special General Meeting.

14.2. The TVS-PPG may by resolution and majority vote of its members:

- i. Amalgamate with any other association, society or other body having similar aims.
- ii. Convert into a company (Limited or otherwise) under the Companies Acts.
- iii. Convert into a charitable trust or incorporated charity under the Charity Acts.

14.3. The TVS-PPG shall be responsible for any costs associated with amalgamation or conversion.

14.4. All monies and assets held by the TVS-PPG at the time of amalgamation or conversion will be transferred to the new organisation.

15. Dissolution:

- 15.1. If the Management Committee, in agreement with the Practice, should decide by a simple majority that it is necessary or advisable to dissolve the Association, it shall call a Special General Meeting with at least 28 days' notice, stating the terms of the resolution to be proposed to the meeting.

- 15.2. If the decision to dissolve is confirmed by a two-thirds majority of those present and voting at the meeting, the Management Committee shall have the power to dispose of any assets held by the TVS-PPG after the satisfaction of any debts and liabilities. All monies shall be transferred to Trent Valley Surgery or its successor for the specific use of practice patients.

16. Adoption of the Constitution:

This amended constitution was adopted as the constitution of 'Trent Valley Surgery Patient Participation Group' at the AGM held on at Trent Valley Surgery, Saxilby by:

Chair: _____

Address: _____

Signed: _____

Secretary: _____

Address: _____

Signed: _____

Treasurer: _____

Address: _____

Signed: _____