

Aylmer Lodge and Cookley

Patient Participation Group

Constitution

Aims and Objectives

The Patient Participation Group (PPG) will represent the views and concerns of all patients registered with the Practice, by acting as a two-way link between Practice staff, partners and their patients.

Its main aim will be to work with the practice to improve services to patients.

The PPG will have the opportunity to form and express views on local and national health issues affecting the Practice and its patients.

The Group will not act on behalf of any patient in respect of clinical complaints or disciplinary matters involving the Practice, nor will they act as an appeal body.

The group should aim to include a cross-section of patients, representing their local community, taking into consideration age, gender, ethnicity etc.

Membership and Organisation

The Group will include representatives of both Aylmer Lodge and Cookley Surgeries.

It should comprise up to 15 patient representatives, the Practice Manager and a partner, as appropriate. Other members of the Practice staff and outside speakers may be invited to attend meetings, as necessary.

Patients who are interested in joining the group, will be put in touch with the Chair or other group member, who will explain the purpose of the group and the expected commitment. If there is a vacancy they will be invited to attend; if not, they will be invited as soon as a vacancy occurs.

People with particular skills, knowledge or qualities may be invited to join, in order to obtain a diverse and representational group.

Members should serve a maximum of three years but may be subject to re-election if there is a vacancy and the group believe it would be helpful.

If there is a waiting list of applicants, longer term members may be asked to stand down for a year, when they have served three years.

The Chair may be in office for a maximum of three years but must stand for re-election annually.

A minimum of four meetings will be held each year and must have at least four members present, including one member of Practice staff, to be quorate.

The Annual General Meeting will normally be held in March and will be an open meeting, to which all patients are invited; a larger venue being provided if necessary.

A member will automatically cease to be a member of the Group if they leave the Practice.

Members, who fail to attend three consecutive meetings without good reason, will be deemed to have resigned.

Members, who repeatedly fail to comply with the Constitution, may be asked to step down.

July 2013