CONSTITUTION OF THE PATIENT PARTICIPATION GROUP

1 Title of the group

The group shall be called the Primrose Hill Surgery Patient Participation Group (PPG), and shall be affiliated to the National Association for Patient Participation.

2 Aims of the group

The aims of the group are to strengthen the relationship between the Practice and its patients, and to assist the Practice in continuing to improve its provision of healthcare while ensuring that patients are at the heart of decision-making.

3 Membership of the group

Membership of the group shall be open and free to all registered patients of the Practice.

4 Activities of the group

4.1 The group will be kept informed by the Practice of the CCG's policies relating to the Practice's delivery of healthcare services to the patients. It may express opinions on these policies on behalf of patients.

4.2 The group will consult with and support the Practice on its service development and provision, and assist it in the assessment of the community's needs with regard to its health and well-being.

4.3 The group will contribute to, and be kept informed of, Practice decisions affecting the health and well-being of the patients.

4.4 The group will advise and support the Practice as to the educational needs of the community in order to encourage activities that promote preventative medicine and healthy lifestyle choices.

4.5 The group will be responsible for the content of a PPG webpage on the Practice website and ensure that it is kept up to date.

4.6 The group will seek to ensure that information and advice for patients are easily accessible and clearly presented, and that they are made available on the PPG webpage and by other appropriate means as necessary.

4.7 The group will support patients in seeking to influence local provision of health and social care.

5 Meetings and communication

5.1 The group will meet three times a year and will, in addition, hold an Annual General Meeting.

5.2 Notices of meetings, reports on meetings and information about the group's activities will be displayed on neighbourhood notice boards, in the surgery waiting room and the PPG webpage. Members may also be notified by email, telephone or post.

6 Organization of the group

6.1 The group's activities will be organized by a committee of volunteers.

6.2 The committee will be composed of a Chair, Deputy Chair, Secretary and other members, to be agreed at the AGM. Other members will be co-opted as required.

6.3 Administrative assistance will be provided by staff at the Practice.

6.4 In the event that the group raises funds, all such funds shall be handed to the Treasurer who shall pay the same into an account in the name of the PPG at such bank or building society as the committee shall decide. Any two members of the committee must be required to sign all cheques. No members shall benefit from funds except for out of pocket expenses. In the event of closure funds will be transferred to Primrose Hill Community Association.

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