

## **Mid Sussex Health Care Patient Participation Group**

### **DRAFT Constitution**

2<sup>nd</sup> February 2020

#### **1. NAME**

- 1.1 The Group shall be called the Mid Sussex Health Care Patient Participation Group ('the Group')

#### **2. ASSOCIATION**

- 2.1 The Group will be affiliated to the National Association for Patient Participation (N.A.P.P.)

#### **3. AIMS**

- 3.1 To act as a link to the Mid Sussex Health Care medical practice in Hurstpierpoint, Hassocks and Ditchling ('the Practice') between the patients and the Practice, to represent the patients of the Practice, to gather and collate opinion from patients via a range of sources, and to comment and offer opinion on these views to representatives of the practice
- 3.2 To advance the education of the public in health care by the provision of information by means of publications, lectures, forums and other educational activities as deemed fit by the Committee
- 3.3 To act as a 'critical friend' to the practice
- 3.4 To advise the practice on the patient and carer perspective and provide insight into the responsiveness and quality of services.
- 3.5 To help with the Practice's efforts to encourage patients to take greater responsibility for their own and their family's health
- 3.6 To seek opinion from underrepresented and seldom heard population groups

#### **4. POWERS OF THE COMMITTEE**

- 4.1 The Committee shall have the following powers in order to follow the aims of the group:
- 4.2 To organise and provide or to join in organising and providing such lectures, forums, discussions and meetings as shall further the Aims
- 4.3 To prepare, print, publish and circulate such magazines, newsletters or other periodicals as shall further the Aims

#### **5. MEMBERSHIP**

- 5.1 Membership shall be open to all patients registered with the Practice and any carers they might have

## **6. COMMITTEE AND OFFICERS**

- 6.1 The Committee shall consist of a minimum of three and maximum of nine members of the Group and shall consist of the Chairman, Secretary and Treasurer (collectively called ' the Officers') and six other members
- 6.2 The Committee shall also include the Practice Manager and Practice Doctors as Ex Officio committee members
- 6.3 The Committee shall meet at least four times a year including the Annual General Meeting and shall meet as frequently as it shall decide from time to time
- 6.4 The Committee shall manage the affairs of the Group and take such action on its behalf as it considers conducive to the Aims
- 6.5 At meetings of the Committee each member of it in attendance shall have one vote and in the event of a tie the Chairman shall have a casting vote
- 6.6 Unless a majority of those attending a Committee meeting require a ballot decisions shall be decided by a show of hands
- 6.7 The quorum for a Committee meeting shall be at least three members of the Committee one of whom is one of the Officers
- 6.8 Any casual vacancy on the Committee may be filled by the Committee appointing a member of the Group until the next AGM

## **7. ANNUAL GENERAL MEETING**

- 7.1 The Annual General Meeting (AGM) shall be held once a year in March and notices of it shall be posted in each Health Centre of the Practice and advertised locally as widely as possible
- 7.2 At each AGM one third of the Committee shall resign but shall be eligible for re-election
- 7.3 At each AGM the agenda shall include:
  - a. Minutes of the previous AGM
  - b. The Committee's report on the work of the group for the last calendar year
  - c. A Newsletter report for the last calendar year
  - d. The Treasurers report
  - e. The election of the Officers (all of whom are honorary) and other members of the Committee
  - f. The consideration of any resolution notice of which shall have been given to the Secretary at least fourteen clear days before the AGM

## **8. EXTRAORDINARY GENERAL MEETING**

- 8.1 An Extraordinary General Meeting (EGM) of which not less than twenty one clear day's notice shall be given, shall be called on written request of not less than three quarters of the members of the Committee and the notice requesting the SGM shall set out the sole business it is desired to transact at it

## **9. FUNDS**

- 9.1 All sums collected or paid to the Group shall be handed to the Treasurer who shall pay the same into a bank account held in the name of the Group. All cheques shall be signed by two of the Officers and all three Officers shall be signatories for the account

9.2 Any money raised for the Group shall be forwarded to the Treasurer as soon as possible

**10. APPLICATION OF THE CONSTITUTION**

10.1 Any question arising from the interpretation of the matters set out in this Constitution shall be decided by the Committee whose decision shall be final

**11. CONSTRAINTS**

11.1 When acting as a link between the Practice and the members of the Group the Group shall not attempt to deal with complaints or matters concerned with professional medical practice or counselling

**12. CHANGES TO THE CONSTITUTION**

12.1 Proposed changes to the Constitution must be notified to the Secretary at least twenty one clear days before an AGM or EGM and must be approved by at least two thirds of the Members present and entitled to vote

**13. CESSATION OF THE GROUP**

13.1 In the event that upon the Group ceasing to exist there are unspent funds such funds shall be paid to such one or more bodies or organisations with objects as close as possible to the Aims as the Committee shall decide and in such amounts as they shall consider appropriate