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## **Knightwick Surgery Patient Participation Group (PPG) Constitution**

### **Name**

The name of the group shall be **Knightwick Surgery Patient Participation Group**.

### **Aims & Objectives**

#### **1. Aims**

- 1.1 To work collaboratively and positively with the practice to improve services and facilities for patients without distinction of gender, race, colour or political, religious or other opinions, by encouraging development and quality of health promotion and health care services.
- 1.2 Members of the group will act as a communication channel between the practice team and the community in order to help patients use the facilities to the best advantage and for the practice to consider for implementation policies influenced by representative patient views, not personal views.
- 1.3 The group may from time to time conduct surveys on behalf of the practice in order to develop and monitor the practice mission and patient services. The practice mission statement will be reviewed and updated as necessary.
- 1.4 The group will participate and help the practice to review the health education needs in the community in order for the practice to provide appropriate and useful community health education material.
- 1.5 The group will have a role in assisting an assessment of community needs to help the practice improve its services.

These aims will be achieved by liaising with the doctors and staff, other community health workers, health authorities and other persons/organisations concerned with health care. To help with this the group will work toward the following objectives:

#### **2. Objectives**

- 2.1 To establish a Patient Participation Group by agreeing an initial constitution, nominating officers and outlining the group's roles and responsibilities in a working relationship between the PPG, surgery staff and patients. *To be completed within 3 months.*
- 2.2 To assist the practice in its health care response to the Coronavirus pandemic in agreed ways by helping with communication, health education and responding to community needs. *To be on-going throughout the pandemic.*
- 2.3 To establish longer term PPG objectives such as establishing a Patient Charter and Health Education programmes. *On-going with at least annual reviews of each objective.*

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### **Membership & Structure**

This shall be open and free to all Patients and Staff of the Practice, irrespective of political party, nationality, religious opinion, race, gender, colour, social and health backgrounds.

There will be a core group committee consisting of 12 members, plus a Knightwick Surgery GP and at least one nominated staff member.

Other members of the group will be notified of all meetings, agendas and activities on a regular basis and will be encouraged to submit feedback / ideas.

### **Committee and officers**

The committee shall consist of 3 officers – a chairperson, vice chairperson and secretary. These committee members will be nominated and elected annually. The committee will consist of a maximum of 12 members and any decisions made must have a majority vote.

### **Roles of the officers**

- **Chairperson** – To chair the meetings and manage the affairs of the group.
- **Vice Chairperson** – To chair the meetings on the chairman's behalf and manage the affairs of the group when required.
- **Secretary** – To take minutes and distribute agenda, minutes and any other information required on behalf of the group.

A practice staff member will always be present at the meetings and nominated practice staff will liaise with the committee as necessary.

### **Election and retirement of committee members**

- Any patient may request to join the committee at the annual general meeting although the maximum of 12 members will be adhered to.
- If more than 12 patients wish to join then a vote will be taken.
- All officers and committee may offer themselves annually for re-election. If more than one Nomination is received for an officer position, then a vote must take place.

### **Meetings of the group**

- The group will initially meet on a monthly basis. This will continue through the Coronavirus pandemic, after which the group shall endeavour to meet not less than four times in any one year.
- Meeting dates will be agreed by the committee.
- Where face-to-face meetings are not possible (e.g. during the Coronavirus pandemic), meetings can be held remotely via Zoom.
- The practice will provide technical support to all members where required.

### **Minutes**

Minutes shall be kept and forwarded to the committee members. Minutes will be agreed and signed for at the following meeting.

### **Dissolution**

If the committee decides at any time that on any grounds it is necessary to dissolve the group it shall call a special general meeting.

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**Areas not covered**

Areas not covered by the PPG are finances, staff employment, disciplinary or management procedures and complaints from patients (although general issues arising from complaints may be discussed).

The group will not be a forum for patients to submit complaints about specific issues. These should be directed to the Practice Manager following our Complaints Procedure.

**Alterations to the constitution**

The constitution will be reviewed by the committee on an annual basis.

Any proposal to alter this constitution before the review date must be delivered in writing to the secretary not less than 14 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting.

An alteration will require the approval of a two thirds majority of committee members or a simple majority of those voting at the annual general meeting.