**LITTLE COMMON AND OLD TOWN PATIENT PARTICIPATION GROUP**

 **CONSTITUTION**

**Name:** The name of the Group shall be the **Little Common and Old Town Surgery Patient Participation Group.** (LC/OT PPG)

**Association:** The group will be affiliated to the National Association for Patient Participation (N.A.P.P.)

**Objective:** The objective of LC/OT PPG is to promote good relationships between the patients of each surgery and the Practice for the benefit of all.

**Aims:**

1. To enhance good two way communication between the patients and staff of the Practice.
2. To informally and formally, through patient surveys if appropriate, collect patient opinion on matters related to the Practice and the wider local health economy.
3. To promote health education to patients of the Practice.
4. To assist the Practice in the continuous improvement of services delivered to patients.
5. To represent the views of patients of the Practice to commissioners of local health and social care services.

**Membership:** Membership of the Patient Participation Group is free and open to patients currently registered at either of the surgeries, and their carers. Carers need not be patients of the Practice. Membership ceases when the patient is no longer registered at the Practice

**Steering Group.**

The function of the Steering Group is to provide administrative guidance on behalf of the PPG and will consist of a Chair, Secretary, Practice Managers from both surgeries and Waiting Room Visitors for each surgery. There will also be Representatives of Carers, those with a Disability and those who live in residential or nursing homes who are patients of the Practice. In addition, there will be Representatives of the age-group spectrum of patients i.e. Older People (aged 65 + years) Working Age (approximately 25 – 64 years) and Younger People (those in education or training). Other members may be co-opted for the benefit of their particular relevant skills or experience.

 Membership of the Steering Group will be limited to a maximum of twenty and a quorum will be seven members.

The positions of Chair and Secretary will be subject to re-election at each Annual General Meeting and serve for a maximum of three years, which can be extended under exceptional circumstances.

Sub – committees may be formed from time to time in order to facilitate the work of the PPG

Membership of this Group does not confer any prior claims on the Practice or any right to preferential treatment.

**Meetings and Venues**

The Steering Group will meet four times each year with two each at Little Common and Old Town Surgeries.

There will be two Open Meetings each year at a public venue with the Open Meeting in May being the occasion of the Annual General Meeting.

**Finance**

The PPG does not normally raise or hold funds. Reasonable and prior approved out of pocket expenses incurred on behalf of the PPG will be claimed from the Practice. Annual membership of N.A.P.P. will be paid by the Practice

**Alterations to the Constitution.**

The Constitution will be reviewed each year and amended only at an Annual General Meeting by a simple majority

**Publication of the Constitution**

A copy of the Constitution and the Terms of Reference will be published on the Practice website and on the PPG Noticeboard in each surgery.