

Constitution

Litchdon Patient Participation Group

Group Name

The name of the group shall be 'Litchdon Patient Group'. (The LPG) and all registered patients are automatically members of the group.

Association

The LPG is affiliated to the National Association for Patient Participation (N.A.P.P.)

Object

The object of the LPG is to promote and sustain co-operation between the practice and patients to the benefit of both.

Aims and Objectives

The aims and objectives of the LPG are listed below :

- To support and build a two-way beneficial relationship between patients and the practice.
- To advise on the developments and the continual improvement of the practice.
- To seek out and listen to the views of patients, carers and staff, especially those individuals and groups whose voices are not usually heard.
- To raise issues for consideration which are evidence based and which demonstrate that they are a matter of wider concern.

Whilst these are the initial aims and objectives of the LPG they are open to change and discussion by the LPG and the practice to ensure continual development and improvement.

The LPG is not for the airing of individual member's specific problems. These must be addressed with the Practice Manager at the surgery.

Management of the Group

- The LPG Committee will consist of no more than ten individuals including its officers, namely: Chairman, Deputy-Chairman, Secretary nominated and elected annually at an Annual General Meeting.
- Virtual Patient Participation Group Online shall be open and free to all patients and staff of the Litchdon Medical Group and not limited to any number.
- Membership of either group does not confer any prior claims on the Practice or any right to preferential treatment.
- Membership of both groups shall be terminated in the event of a member ceasing to be a patient of the practice or member of staff.
- The LPG may co-opt members of LPG Online for specific tasks, as the need arises. The co-optees will not have voting rights.
- The LPG may fill any vacancy occurring among its numbers until the next AGM.
- There should be at least one representative of the Practice at each meeting. One member of the practice shall be nominated to vote. The Practice will nominate its own representative, who will attend the meeting in an advisory capacity.
- The LPG shall endeavour to meet not less than four times a year and four members will constitute a quorum.
- Decisions will be taken by a simple majority vote in which the Chairman shall be entitled to vote. In the event of a tie the Chairman shall have the casting vote.

Finance

The LPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses on behalf of the LPG shall be claimed from the practice. Annual associate membership shall be paid to N.A.P.P. by the practice.

Annual General Meeting

An AGM shall be held annually. Notice of the day, time and place will be given via notice boards and practice website and by Email to the LPG Online. Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

Election of LPG Committee Members

All LPG members may offer themselves for election at the annual AGM. Nominations to be received by the chairman or secretary no later than two weeks prior to the AGM.

Sitting committee members must also notify the chairman or secretary a minimum of two weeks before the meeting if they are standing for re-election. If more than one nomination is received for an Officer position then a vote must take place. In the event of a tie the Chairman has the casting vote.

Confidentiality

All new committee members will be briefed on confidentiality by the Practice Manager and must then sign the confidentiality agreement. An elected member cannot remain on the committee if they refuse to sign this agreement.

Annual Report

The LPG shall present at each Annual General Meeting a report of the activities of the LPG during the previous year.

Notice and Application of Constitution

This constitution will be available on the practice website or in hard copy if requested from the practice.

Alteration to the Constitution

This constitution will be considered at the AGM and reviewed and amended as required by the LPG.

Suggested amendments must be in writing and forwarded to the chairman or secretary a minimum of 7 days before the AGM

This Constitution was adopted Wed. September 9th 2015