**CUBBINGTON ROAD SURGERY**

**PATIENT PARTICITIPATION GROUP CONSTITUTION**

The name of the group shall be Friends of Cubbington Road

hereafter referred to as the Group

**AIMS AND OBJECTIVES**

1. To consult and plan with patients whenever possible on the facilities and provision of services
2. To bring a sense of ownership and partnership between staff and patients
3. To give practice staff and patients the opportunity to discuss topics of mutual healthcare
4. To allow patients to make positive suggestions about the practice and to provide any other initiatives and ideas that may be of benefit to the practice
5. To encourage self-help projects to meet the needs of fellow patients
6. To act as a representative group that can be called upon to influence the local provision of health and social care
7. To enable the Practice to maintain the quality of services already available at the Practice and enable the Group to support the Practice when needed
8. To publicise and promote the work of the Group within the Practice for the benefit of both patients and staff

**MEMBERSHIP**

1. Membership shall be open to any patient age over 16 who is registered at Cubbington Road Surgery
2. Where it is considered membership would be detrimental to the aims and objectives of the Group, the Group shall have the power to suspend or terminate the membership of any member by resolution passed at a meeting. After 3 consecutive absences from meetings the Group shall have the right to ask the person in writing via the Secretary if they wish to continue with their membership of the group.
3. Members shall have the right to appeal to an appointed representative from each of the Group, the Practice, and a Practice Professional
4. Any member of the Group may resign his/her membership either verbally or in writing to the Committee.

**OFFICERS**

**The group shall have a committee consisting of:**

The Chairman/woman/person

Vice Chairman/woman/person

Secretary

And any additional officers the Group deems necessary at the meetings required to carry out the required activities.

1. The officers will be re-elected annually
2. Officers have the right to resign their post at any time in writing to the Chairperson or Secretary

**MEETINGS**

1. The Group shall meet a minimum of at least three times a year. Meetings shall enable the Group to discuss actions and monitor progress, and to discuss future developments
2. All members shall receive an agenda at least 7 days before the next meeting
3. All members shall submit items for the agenda at least 10 days before the next meeting to the Chairperson or Secretary
4. A quorum of at least 50% of current members must be present at a meeting for a Group meeting to take place.
5. If the required numbers of members are not present to make up the required quorum, the meeting can be re-scheduled as appropriate.
6. It shall be the responsibility of the chairperson or vice chairperson to chair all the meetings
7. All meetings must be minuted by the secretary and circulated to Group Members, Management and Partners no later than 1 month after the meeting.
8. Agreed meeting minutes to be circulated to members and displayed for public viewing, on Practice notice boards and website within a month after the meeting when agreed.

**ALTERATION TO THE CONSTITUTION**

Any alteration to this constitution must be agreed by a majority vote.

**DISSOLUTION**

The group may be dissolved if deemed necessary by the members in a majority vote at a special meeting.

**This Constitution Was Adopted At The Meeting on Monday 29th April 2019**

**By:**

**Signed Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: Practice Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**