

THE CONSTITUTION MISSION AND PURPOSE OF THE NORTH CARDIFF MEDICAL CENTRE PATIENT PARTICIPATION GROUP

The Patient Participation Group [PPG] comprises a number of North Cardiff Medical Centre patients who volunteer time, experience and a variety of skills toward achieving the group's mission of ***‘Making the Healthcare Experience Better’***.

The purpose of the group, working with the Practice Manager, Partners and all staff of the North Cardiff Medical Centre is to provide a patient perspective on matters of policy and practice at the medical centre and branch surgery; and to ***seek the most positive outcomes for patients in the way healthcare services are delivered.***

The group will provide an avenue of communication between patients, the practice and the local community; and through the undertaking of various projects, will, from time to time, undertake research; provide support and advice; and deliver or assist in the delivery of various educational events, health and wellbeing activities, and peer support sessions, as well as undertaking such other activities as may be deemed appropriate by the PPG Committee.

ADMINISTRATIVE RULES

MEMBERSHIP:

Membership of the PPG shall be open and free to all patients and staff of the North Cardiff Medical Center and any other party agreed by the Chair .

COMMITTEE:

The committee shall consist of :

Elected Officers:

- A Chairperson
- Two Deputy Chairpersons
- A Treasurer

Practice Representatives

- The Practice Manager
- A Partner of the Practice

and up to Nine [9] other members of the Patient Participation Group.

QUORATE

The group shall be quorate and empowered to make decisions subject to the attendance of the Chair or either Deputy Chair; the practice manager or a practice partner, together with at least 7 other members of the Committee. [9 members of a potential Committee of 15 members]

COMMITTEE MEETINGS

The Committee shall endeavour to meet not less than four times in any year and shall be empowered to manage the affairs of the Group.

FINANCE:

All sums collected by the Group shall be handed to the Treasurer who shall pay the same into an account in the name of the group at such bank or building society as committee may from time to time decide.

All expenditures must be authorized by the Chair, Treasurer and one other member of the committee.

Annual associate membership shall be paid to N.A.P.P.

ANNUAL GENERAL MEETING:

An AGM will be held annually in December.

ELECTION & RETIREMENT OF COMMITTEE MEMBERS:

The Position of Chair must be offered annually.

All Elected Officers and Committee may offer themselves annually for re-election at the AGM.

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.

REPORT & ACCOUNT:

The Committee shall present at each Annual General Meeting a report of the activities of the Group and its own proceedings during the previous year, with a statement of accounts.

DISSOLUTION:

If upon winding up or dissolution of the Group there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to the parent charity or other similar charity.

NOTICE & APPLICATION OF RULES:

Any member of the Group shall upon request be supplied with a copy of these rules.

ALTERATION TO THE RULES:

Any of these rules may be rescinded or amended or waived by a resolution of a quorate committee at any meeting. Excepting that no alteration shall be made which would cause the Group to cease to be affiliated to N.A.P.P. Reg. Charity No 292157.

Date: 15th March 2018