

WESTERN ELMS & CIRCUIT LANE

Patient Participation Group

Introduction

Name: The name of the group is Western Elms & Circuit Lane Patient Participation Group (WECLSPPG)

Address: Western Elms Surgery, 317 Oxford Road, Reading, RG30 1AT

Organisation: The PPG is a voluntary organisation. It is affiliated to Western Elms & Circuit Lane Surgeries and is a group of patients meeting regularly.

Aims and Objectives

To support the practice, working in partnership with patients, staff and clinicians to promote good health among the patients of Western Elms & Circuit Lane Surgeries, by the provision of medical equipment and services provided by the surgery or the National Health Service. To offer advice and guidance to such patients about the services available at the surgery and their general well being.

Furtherance Powers

Services: To seek ways of improving the quality of services provided by the Surgery using feedback from patients.

Communication: to improve overall communication between doctors, staff and Patients; to raise awareness of the facilities available to patients.

Understanding: to promote a clear understanding of the work of the Surgery.

Representation: to represent the views of the patients regarding the work of the Surgeries in order to seek progressive improvement in services; To monitor improvements in patient care and Doctor / Patient relations as measured by Patient Questionnaires undertaken.

Community Needs: to liaise with other patient groups and assist in the assessment of community needs to help the Surgery improve its services.

Fundraising: to liaise with the Surgeries on fundraising for specific items to benefit Patients and clinicians at the surgery.

Primary Care Networks: The WEPPG will be kept informed of policies implemented by BWCCG and West Reading PCN. The WECLSPPG will express opinions on these policies on behalf of patients. The Practice will give appropriate consideration to the opinions shared.

Rules and Regulations

Membership

Membership is open and free to all registered patients of the surgery and all those who work there.

Committee and Officers

The Committee will consist of a maximum of 30 nominated members, including at least three representatives from the surgery.

The Committee will elect or co-opt the following Officers - a Chair, Vice-Chair, Secretary, Treasurer and representative for the Patient Voice.

The Committee and Officers will manage the affairs of the WECLS PPG and take action on its behalf.

Election of Committee Members and Officers

At each Annual General Meeting ('AGM') any member may stand to be nominated to serve on the Committee and will normally serve for one year.

All Committee members may offer themselves for re-election at the AGM.

Either at the AGM (or at the latest by the first meeting after the AGM) the Committee members shall elect the following officers: Chair, Vice Chair, Secretary, Treasurer and representative for the Patient Voice. Any Committee member may stand for election as an Officer. If more than one Committee member stands for the same position, election is by a simple majority of all Committee members. In the event of a tie, the current Chair has the casting vote. The outgoing Chair retires on the election of his / her replacement.

Retirement/Resignation of Committee

Committee members must give one month's notice addressed to the Chair if they wish to resign.

Once a committee member has resigned / retired the committee will then select a replacement from the Membership.

If a committee member misses three consecutive meetings, then the committee may elect a replacement. If an officer wishes to retire / resign or misses three consecutive meetings, then the Committee may elect a replacement in the Officer's absence from among the remaining Committee members.

Meetings and Proceedings of the Committee

The Committee will endeavour to meet at least every two months.

The Chair will act as Chair at meetings of the Committee. If the Chair is absent, then the Vice Chair shall act as Chair. If the Chair and Vice Chair are absent from any meetings, the members of the Committee present shall choose one of their number to be a Chair of the meeting before any business is discussed.

At the meeting of the Committee, four elected members, a Surgery representative and one Officer of the Committee will constitute a quorum (except for the election of Officers).

The Secretary or Committee member nominated will keep Minutes of the meetings, which will be presented to the next meeting of the Committee for approval to then be posted on the surgery notice boards (located inside the surgeries) and the surgery websites.

The Committee may appoint one or more sub-committees for the purpose of performing any function more conveniently undertaken by a sub-committee. Further members may be co-opted as appropriate.

Complaints

Should any member of the PPG receive a complaint regarding the Surgery, the complainant is to be advised that the matter is to be dealt with by the Surgery's formal Complaints Procedure. Permission must be sought from the complainant prior to the complaint being referred to the Practice Manager for attention.

Finance and Fundraising

Fundraising schemes may be organised in the name of the Surgery providing approval for the event has been sought. All funds collected by the WECLS PPG will be handed to the Treasurer and paid directly into the account in the name of the PPG at such bank or Building Society as the Committee may from time to time decide. All cheques must be signed by two of the Officers of the Committee. The Treasurer will maintain accurate records of income and expenditure that will be made available for audit on an annual basis by an approved auditor prior to the WE PPG AGM when the Treasurer will present the Statement of Accounts.

Any funds held by the WECLS PPG at the time of its dissolution will be passed to the Western Elms Surgery for spending to the benefit the patients.

Annual General Meeting (AGM)

The AGM is to be held annually in October and shall be open to all patients and employees of the Surgery. A minimum of twenty-eight days notice of the date, time and venue of the meeting will be published by means of an A4 sized notice on the WECLS PPG Notice board located inside the Surgery, on the website and in Patient Newsletters. Any items for the agenda shall be sent to the Secretary at least five days prior to the AGM.

Annual Report

The Committee will present at each AGM a report of the activities of the Group and its own proceedings since the last AGM with an Audited Statement of Accounts for the financial year preceding the AGM.

Dissolution

If upon dissolution of the WECLS PPG there remains after the satisfaction of all debts and liabilities any funds whatsoever, they shall be transferred to the Surgery subject to the provisions outlined above in Finance and Fundraising.

Notice and Application of Rules

Any member of the PPG will upon request be supplied with a copy of these rules.

Alterations to the Rules

Any of these rules may be rescinded, amended or waived by a resolution passed at the AGM or an Extraordinary General Meeting.