



PPG Constitution

PPG's Name: Cranfield & Marston PPG

The aims of Cranfield & Marston PPG are:

- To represent the views of all patients at the practice
- It is the aim of the PPG to be comprised of as broader representation of the local patient population as possible.
- To increase patients' awareness of health related issues
- To keep Patients up to date with surgery developments
- To increase PPG members awareness of patient issues, needs and views so the PPG can effectively represent these to the practice.
- To support GPs and other staff at Marston Forest Healthcare to bring about positive change to health services e.g. at the practice and/or wider NHS services
- It is NOT the job of the PPG to deal with complaints against the Practice. Any such issues should be directed to use the correct complaints procedure.

The PPG Values

Value	Examples of how we can ensure we follow our values
Respect • We will listen and respect everyone's opinions, ideas and views • We will value everyone's contributions • Abuse, bad language etc will not be tolerated under any circumstances.	• Enable everyone at PPG meetings and any other events held by the PPG to have a say. • Should there be any instances of abuse, or poor behaviour in meetings you can be expelled from meetings or even expulsion from the PPG will be considered
Working together • We will, where possible, work with others to enable positive things to happen which benefit patients	• Communicating with other local PPG's
Open and inclusive • We will work in open and transparent ways	• Make minutes of the PPG meetings open to the public once approved e.g. circulating them to all PPG members etc. • Advertising PPG meeting dates to all PPG members and patients at the practice
Representative • We will, where possible, represent the voices of all patients	• Finding out the views, opinions and issues of patients at the practice • Ensuring PPG members can discuss items relevant to them at PPG meetings/events

The PPG Shall be led by:

The minimum the committee should comprise of is Chair, Deputy Chair, Secretary and at least one additional member but no more than 10 members.

Carrying Out the PPG Aims

In order to carry out the aims, the PPG has the power to:

- If felt necessary to raise funds, receive grants and donations
- Apply for funds to help achieve its aims
- Organise events and activities relevant to the PPG and patients
- Co-operate with and support other groups and organisations e.g. other PPGs, Central Beds CCG
- Do anything which is lawful and necessary to achieve its aims

Membership

- The PPG will be comprised of as broader representation of the local patient population as possible.
- Membership of the PPG is open to all patients of Marston Forest Healthcare. The committee members will keep an up-to-date membership list.
- The committee members may remove a patient's membership if they believe it is in the best interests of the PPG. The member has the right to be heard by the committee members and can be accompanied by a friend before the final decision is made.
- Membership of the PPG shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

Meeting and Communication

- The PPG will meet a minimum of 4 times per year
- There will be a mixture of daytime and evening meetings throughout the year
- The purpose of these meetings will be to achieve the aims of the PPG
- These meetings will be led by the Chair and where the Chair is absent the Deputy Chair
- Any members of the PPG can attend such meetings as well as practice staff and GPs of the surgery.
- Agenda to be limited according to time constraints.
- Notice of PPG meetings will be circulated by email to all members, two weeks before the meeting
- All PPG members can email in advance items they would like to be discussed at meetings or raise these under any other business at the meetings time permitting, else may be carried over to the next meeting.
- PPG meetings are not a forum for individual complaints and personal issues as there are procedures for supporting patients with these concerns within the practice.

Annual General Meeting (AGM)

- An AGM must be held every year, with 14 days' notice given to all PPG members informing them what is on the agenda.
- Minutes must be kept of the AGM.
- There must be at least 5 members present at the AGM.
- Every member has one vote.

- The committee members shall report on the PPG's achievements throughout the year and on income and expenditure of the PPG.
- Any member may stand for election as a committee member.
- Members shall elect 4 committee members (Chair, Deputy Chair, secretary and at least one additional member) to serve for the next year. They will retire at the next AGM but may stand for re-election.
- The PPG shall have the power to co-opt members from time to time provided that the total number of co-opted members does not exceed one half of the total of elected members. Co-opted members who are patients of the Practice shall have an equal vote on the PPG as the elected members. Other co-opted members shall not have a vote.

General Members Meeting

If the committee members consider it is necessary to change the constitution, or wind up the PPG, they must call a general meeting so that the wider PPG membership can make the decision. Committee members must also call a general members meeting if they receive a written request from the majority of PPG members.

- All members must be given 14 days' notice and told the reason for the meeting.
- All decisions require a two thirds majority.
- Minutes must be kept.
- Changes to the constitution - can only be made at AGMs or general meetings.
- General meeting - can be called on written request from a majority of members
- Committee members may also call a general meeting to consult the membership
- No alteration to clause 2 shall be made without the consent of the Charity Commissioners for England and Wales.

Setting up the PPG

This constitution was adopted on the 1st May 2022 any future changes to be made at the annual general meeting or by calling a general meeting.