

PRESTON GROVE MEDICAL CENTRE PATIENT GROUP RULES

NAME

The name of the group shall be 'Preston Grove Medical Centre Patient group' (The Group).

ASSOCIATION

The group is affiliated to the National Association of Patient Participation (N.A.P.P.) and is governed by the Rules of said Charity.

OBJECTS

The object for which The Group is established is to assist and benefit those patients registered with the Medical Centre. This will be achieved by generally supporting the Medical Centre and local health support services provided at the surgery.

AIMS

1. Communication

Members of The Group should act as a communication channel between the Practice Medical Centre team and the community in order to help patients use facilities to the best advantage and the practice to implement policies influenced by representative patient views.

2. Fundraising

The Group will attempt to raise funds to facilitate the activities of the PG and will advise on how to spend money which is donated either to the group or to the Patient Benefit Fund to enable additional or improved facilities to be provided at the Medical Centre.

3. Health Education

The Group should advise the Medical Centre of health education needs in the community in order for the Medical Centre and the Group to provide appropriate and useful community health meetings.

4. Primary Care Organisations

The group will be informed of the general practice policies relating to the PCO to which the Medical Centre belongs. The Group will express opinions on these policies on behalf of the patients.

MEMBERSHIP

Membership shall be open and free to all patients and staff of the practice.

COMMITTEE AND OFFICERS

The Committee shall consist of four officers – a Chair, vice chair, Secretary and Treasurer – and up to eight other Committee members nominated and elected annually. The Committee shall endeavour to meet not less than four times in any period between two AGM's, at such times and place as the Secretary shall specify as agreed by the Chairman.

At the Group's Committee meeting held on the 1st June 2015 a **RESOLUTION** was passed to increase the number of the patient members of the Committee from 12 to 14.

The Committee shall be empowered to manage the affairs of the Group and to take any action on its behalf to the aims of the Group. At the meetings of the Committee, four members plus one officer shall constitute a quorum. In the absence of the Chair, the Vice Chair shall Chair the meeting. The Committee may fill any casual vacancy occurring among its number until the AGM of the Group.

The Committee may co-opt up to two people for specific purposes of the Committee or any sub-group. Co-opted members are not eligible to vote.

The Secretary will produce minutes of the meetings which will be circulated to all Executive Members and displayed on the PG noticeboard and made available on the Medical Centre website.

FINANCE

All sums collected by the Group shall be handed to the Treasurer or the Office Manager who shall pay the same into an account in the name of the group or Patient Benefit Fund account at such bank or building society as committee may from time to time decide. All cheques must be signed by any two of the following; Chair, Treasurer, Office/Business Manager or in the case of the Benefit Fund as agreed in their trust deeds.

The use of any funds should be agreed by the patient group and if in relation to the Patient Benefit Fund ratified by the Trustees of the Fund.

Out of pocket expenses on behalf of the group shall be claimed at any committee meeting. Annual associate membership shall be paid to N.A.P.P

ANNUAL GENERAL MEETING

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