



TAMAR VALLEY HEALTH PATIENT PARTICIPATION GROUP (PPG)

CONSTITUTION

1. Establishment: The TVH PPG was established sometime in 2014 under the auspices of Tamar Valley Health General Practice. The PPG is an independent organisation but has a functional link to TVH.
2. Purpose of PPG: The PPG aims to
 - a. be a two-way communication bridge between patients and the health professionals in the Practice.
 - b. act as a “sounding board” for the Practice by giving comment on any proposed innovations and making suggestions for improvement.
 - c. provide feedback to the Practice.

It shall endeavour to achieve these aims by carrying out specific projects or regular activities.

3. Membership: Membership is open to any patient in the Practice. There are no membership conditions for joining the Group. Patients are requested to register with the PPG if they wish to become regular members either by attending meetings or by being enrolled on a regular email listing. However any other patient is welcome to attend on a casual basis. By being registered members of the PPG (having signed the Registration form), members agree to their email addresses and telephone numbers being held on the PPG database for PPG business only.
4. Meetings: Meetings will normally be held bi-monthly on the second Wednesday of the even numbered months, ie February, April, ... December. The duration is normally one hour from 6.30pm and the venue may vary between Callington and Gunnislake Health Centres. Attendance at meetings is free.
5. Governance: Ultimate responsibility for the well-being, continuity and probity of the PPG lies with its members which is exercised primarily through an Annual General Meeting to be held in October each year. However Special General Meetings may be called at any time (with one month's notice) when requested in writing by at least 10 members. Decisions shall be made by simple majority voting. In the event of a tie, the Chair has a casting vote.

Regular management of the PPG is the responsibility of the Committee whose Officers and Members shall be elected annually at the AGM.

6. **Committee:** The Committee consists of the PPG Chair, Secretary, Treasurer and up to 7 other members, ie a maximum of 10 elected members although 2 others may be co-opted for particular reasons. The Committee shall meet at least bi-monthly, normally as part of the general meetings.. The remit of the Committee is to manage the affairs of the PPG by acting as the main link to the TVH Practice and organising such projects and activities as will best meet the aims of the PPG (Item1), and ensuring that the finances and other management activities of the PPG are properly run.
7. **Financial Management:** The PPG may endeavour to attract Funding in order to underpin the activities of the PPG. The Treasurer shall have control over the PPG finances subject to oversight by the Committee. The Financial year-end is 31 August each year. A bank account is established with 4 signatories from the Committee but any two of whom may sign cheques. The Treasurer shall present a draft financial report every 4 months to the Committee (October, February, August) and Annual Accounts (scrutinised by another member of the Committee) to the AGM in October.
8. **Confidentiality and social behaviour:** By becoming members of the PPG, individuals agree to the confidentiality of discussions with other members either in meetings or elsewhere, and to behave so as to respect the other members and their views.
9. **Dissolution of the PPG:** In the event that an AGM or SGM decides that the PPG should be dissolved, the meeting shall formally make a resolution to that effect. The reasons may include declining sustainability in terms of dwindling membership numbers or numbers attending meetings, or inability to appoint Officers and a Committee, or lack of financial viability. The meeting shall resolve that the PPG assets, including monies, shall be gifted to the TVH Practice.
10. This constitution may only be altered by a simple majority decision at an AGM or SGM.

Version 3

16 October 2019