

G P P G



Greasby Patient Participation Group

Making it Better!

GROUP CHARTER

1. NAME

The name shall be the Greasby Patient Participation Group (GPPG).

2. OBJECTIVES

To improve the well-being of patients of the Practice by:

- a) Encouraging and promoting personal health and the development and quality of health care services: to achieve this objective it will be necessary to liaise with the doctors and staff of the Practice and other organisations and individuals involved with healthcare.
- b) Keeping patients informed on topics of general interest concerning health issues.
- c) To be the focal point for patient's views on developments within the NHS and where appropriate representing them through the NHS reporting system.

3. MEMBERSHIP OF THE GPPG

All registered patients of the Practice and the Practice Manager are an integral part the Practice and have the automatic right to membership of the GPPG and are eligible to apply for election to the Steering Committee and to participate in any activity designed to further the objectives of the GPPG

The members of the GPPG shall always act in the best interest of the Patients free from bias or discrimination. The GPPG website details the particular areas where any discriminatory behaviour is strictly forbidden.

Members have no part to play NOR SHALL THEY BECOME INVOLVED IN PATIENTS PERSONAL MEDICAL MATTERS.

4. THE STEERING COMMITTEE

The purpose of the Committee is to provide administration for the GPPG and give guidance and support for any activities that further the objectives of the GPPG.

5. STEERING COMMITTEE MEMBERS

The Steering Committee members will be elected at a designated December meeting for a period of 24 months. All existing Committee members are eligible to stand for re-election. The Steering Committee will comprise of no more than 12 members (one of whom shall be the Practice Manager). One month prior to the designated December meeting details of the meeting will be advertised within the Surgery which will include the procedure to follow for applying to become a Committee member.

6. STEERING COMMITTEE OFFICERS

To facilitate GPPG administration the Committee on assumption of office are required to appoint the following officials: Chair, Secretary, Treasurer and an Auditor from the elected Committee members.

7. VOTING PROCEDURE

Business to be voted on by the committee will be by simple majority. In the event of a tied vote the Chair or an agreed representative shall have an additional and deciding vote. Exceptionally all matters involving finance shall be decided by a two thirds majority vote in favour.

8. CO-OPTED MEMBERS

The Committee have the right to appoint co-opted members on to the committee. The number of co-opted members is to be restricted to one quarter of the total elected committee members. Their right to vote will require approval by a vote of the Steering Committee members.

9. QUORUM

One third of the elected Steering Committee members will form a quorum. At an Annual General Meeting eight members of either the Steering Committee or GPPG patients shall form a quorum.

10. REMOVAL OF STEERING COMMITTEE MEMBERS

The Steering Committee shall have the right to require the resignation of any member during the 24 month period subject to a two thirds majority vote of the Steering Committee being in favour.

11. MINUTES

Minutes will be kept of all meetings and signed and dated by the Chair or a nominated representative.

12. FINANCE

All matters concerning GPPG finance are subject to the following obligatory controls and safeguards.

- a) All income to the GPPG fund is to be banked at the authorised Bank or Building Society agreed by the Steering Committee.
- b) All Expenditure from the GPPG fund must be authorised by two thirds of the voting members at a properly convened meeting of the Steering Committee.
- c) Withdrawals from the bank account must be supported by two (2) authorised signatories, one being the elected Treasurer and the other a member of the Steering Committee.
- d) Payments are to be made by cheque. Exceptionally cash withdrawals may be authorised to fund cash floats for particular GPPG events but will not exceed a maximum sum agreed by the Steering Committee.
- e) The Treasurer has the responsibility for maintaining the appropriate accounting records ensuring that entries are made in a correct and timely manner.
- f) The Treasurer is to produce a statement of funds for information and agreement at each Steering Committee meeting which will form part of the minutes for that meeting. Additionally the Treasurer will provide an audited annual statement of accounts to the Annual General Meeting as specified in section (13) of the Charter.

- g) Audit of the funds is to be on a continuous audit basis and is to be conducted prior to a Steering Committee meeting. The Accounts Ledger is to be signed by the Auditor as verification of the financial record and is responsible for bringing pertinent issues to the attention of the Steering Committee.

13. ANNUAL GENERAL MEETING

Annually in the month of December an Annual General Meeting will be held to which all Patients of the Practice are encouraged to attend. The date of this meeting will be advertised within the Practice not less than 14 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report from the Steering Committee and the audited annual statement of accounts. If required the meeting will also vote on proposals to amend the Charter.

14. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting will be held if not less than one third of the Steering Committee, or no less than 12 GPPG Patient members request it in writing to the Chair or Secretary of the Steering Committee. If convened the date of the meeting will be advertised in the Practice not less than 14 days in advance of the meeting. The meeting will be held not later than 21 days from receipt of the written request. The meeting shall be for the purpose of amending the Charter or considering other matters relating to the operational or financial aspects of the GPPG. Matters relating to the dissolution of the GPPG are dealt with under section (15) of this Charter. Any proposal to alter the Charter must be notified in writing to the Secretary of the Steering Committee not less than 14 days before the date of the Extraordinary General Meeting at which time it will be discussed.

15. DISSOLUTION

If the Steering Committee decides at any time that it is necessary to dissolve the GPPG it shall call an Extraordinary General Meeting for that purpose. The decision by the Steering Committee must have been made at a properly convened meeting and have been subject two thirds vote in favour of dissolution. The Extraordinary General Meeting will conform to the attendance and notice requirements specified under section (14) of this Charter. It will require a two thirds majority vote of those present at the Extraordinary General Meeting to ratify the decision to dissolve

the GPPG. If it is decided that the GPPG is to be dissolved a decision must also be taken concerning the disposal of GPPG assets.

Signed on behalf of the group:

Signed on behalf of Greasby Group Practice:

Dennis Walsh (Chair)

Fiona Doyle (Practice Manager)