

# Rectory Meadow Patients Group (RMPG)

## Constitution

### Aims and Objectives

To act as a communication channel between the staff of the Practice and patients to enhance the quality of service provided and develop a sense of partnership between the Practice and the patients it serves by:

- Seeking out and listening to the views of patients, carers and staff, especially those individuals and groups whose voices are not usually heard
- Raising issues for consideration which are evidence based and which demonstrate that they are a matter of wider concern
- Contributing to the Practice Newsletter on a quarterly basis — reporting our activities
- Developing ways of improving health and wellbeing in our Practice population
- With the help of the Practice – linking those in need of advice or support with agencies that can assist
- Exchanging knowledge with other Patient Participation Groups as appropriate

*Individual cases are never discussed nor is medical advice provided*

### Meetings

There will be four General meetings each year.

The Practice Manager and a G.P. are invited to attend each meeting to provide guidance on clinical issues affecting the Practice and its patients.

The Committee shall call Special General meetings on the written request of at least 25% of members or when they consider it appropriate.

The Committee shall give at least 7 days' notice to members of General meetings and 28 days' notice of the AGM.

Matters will be decided by a majority of votes of members present.

If there is no majority the Chair will have a second or casting vote.

### Management

Rectory Meadow Patients Group is managed by a Committee consisting of 6 members including the Principal Officers (Chair and Secretary)

Election of the Principal Officers and other Committee members will be held at Annual General Meetings. Nominations to the Committee will be proposed and

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seconded in writing to the Secretary at a date to be specified by the Committee. If no nominations are forthcoming by that date, nominations may be taken at the Annual General Meeting.

A Committee newly elected will take office at the conclusion of the Annual General Meeting.

Principal Officers will serve for a period of 2 years and other Committee members for a period of 3 years. No one may hold the office of Chair or Secretary for more than 6 consecutive years without an intervening period of at least one year.

The Secretary shall ensure that minutes are kept of all Committee and General meetings.

### Finance

RMPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses shall be claimed from the Practice. The cost of annual associate membership of N.A.P.P. shall be paid by the Practice.

### Annual General Meeting

An AGM shall be held annually. 28 days' notice of the day, time and place will be given via notice boards and Practice website and by email to those members who have registered to receive communications from the Patients Group. Any item for the agenda shall be sent to the Secretary for consideration at least 21 days prior to the AGM date.

### Annual Report

At each Annual General Meeting the Committee will present a report of its activities during the previous year.

### Constitution

This Constitution will be available on the Practice website and in hard copy from the Practice. It will be reviewed and amended as required by the members.

Peter Metcalf – Chair

11 May 2016

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