

OAKHAM MEDICAL PRACTICE — PATIENT PARTICIPATION GROUP
AIMS AND CONSTITUTION 2017

AIMS

1. The PPG will act as a channel for all OMP patients to voice opinions regarding the Practice operation, its services and their delivery to the community.
 - a. The PPG will develop an understanding of local health and social care systems.
 - b. The PPG will engage with patients to get their views.
 - c. The PPG will communicate patients' priorities to the Practice to help improve the way it operates.

CONSTITUTION

2. The PPG is open to OMP patients who request to become a member.
 - a. There shall be no fee for membership.
 - b. The PPG will not address personal clinical issues.
 - c. The PPG will endeavour to develop relations with other health service groups and agencies to further common aims of OMP patients.
 - d. If fund raising becomes necessary a Treasurer will be appointed to manage and report the fiscal position to members. Any member may, at any time, request an account statement.
3. An Annual General Meeting shall be held. At each AGM members shall be asked to select (or re-affirm) committee members and vote on constitutional matters. General public meetings will be held not less than 3 times per annum at appropriate intervals.
4. The PPG shall have a committee of maximum 10 unpaid persons. Any PPG member is eligible to serve on the committee.
 - a. A member's ballot will be held at the AGM to choose the committee. The new committee shall take over at the close of the AGM.
 - b. Committee members shall serve a yearly term. They may serve additional terms—subject to re-affirmation by members at an AGM.
 - c. Committee members may resign mid term if personal events make this necessary. The committee may recruit an interim replacement(s).
 - d. Any non-active committee member can be required to stand down if a majority of the committee demands this. The committee may recruit an interim replacement.
 - e. The composition of the committee (Chair, Deputy Chair, Secretary and etc.) shall be determined annually by a majority of the committee. The member's interests, experience and wishes will be taken into account when allocating committee roles.
 - f. Once committee duties are agreed and assigned the committee member's name and role will be published on the web site. The committee may enlist help from other PPG members with focussed interests and experience to further a particular issue.
 - g. PPG members may, at any time, contact the committee in confidence to seek advice or comment about the Practice and health services.
5. Minutes shall be taken at all meetings (public, AGM, committee & etc.). They will be published on the OMP-PPG website and available to the membership as soon as reasonably possible.