

Falkland Surgery

Patient Participation Group

Introduction

Name: The name of the group shall be the Falkland Surgery Patient Participation Group ('FSPPG').

Address: FSPPG, Falkland Surgery, Monks Lane, Newbury, RG14 7DF.

Organisation: The FSPPG is a voluntary organisation affiliated to the Falkland Surgery and is a group of patients meeting regularly.

Aims And Objectives

To promote the relief of sickness and the preservation and protection of health among the patients of Falkland Surgery, by the provision of medical equipment in augmentation of services provided by the Surgery or the National Health Service, by offering advice and guidance to such patients with regard to the services available at the Surgery and their general well being and fostering the highest possible standard of primary care through the medium of patient participation.

Furtherance Powers

Services: to seek ways of improving the quality of services provided by the Surgery.

Communication: to improve overall communication between doctors and those working at the Surgery and patients. To raise awareness of the facilities available to patients.

Understanding: to promote a clear understanding of the work of the Surgery.

Representation: to represent the views of the patients regarding the work of the Surgery in order to seek progressive improvement in services. To monitor improvements in patient care and doctor/patient relations using suitable measures to be determined from time to time.

The FSPPG may conduct surveys and other research on behalf of the Surgery in order to meet its aims and objectives.

Community Needs: to liaise with other patient groups and assist in the assessment of community needs to help the Surgery improve its services.

Fundraising: to liaise with the Surgery on fundraising for specific items to benefit patients and doctors of the Surgery.

Engagement with current policy. The FSPPG will, as appropriate, engage with other relevant national and local bodies which may impact on the work of the Surgery, including but not limited to, commissioners, other health providers and bodies with a role in policy and strategy development.

Rules and Regulations

Membership

Membership shall be open and free to all registered patients of the surgery and all those who work there.

Committee and Officers

The Committee shall consist of up to ten nominated members, including at least one representative from the surgery.

The patient representatives on the committee (i.e. excluding the Surgery representative(s)) shall be the trustees of the charity.

The Committee shall elect or co-opt the following Officers - a Chairman, Vice-Chairman, Secretary and Treasurer.

The Committee and Officers shall manage the affairs of the FSPPG and take action on its behalf.

The Committee will endeavour to make decisions by consensus. If a vote should be required, the outcome will be determined by a simple majority of those present and entitled to vote. In case of equality of votes the person chairing the meeting shall have a second or casting vote.

Election of Committee Members and Officers

At each Annual General Meeting ('AGM') any member may stand to be nominated to serve on the Committee and shall normally serve for one year.

All Committee members may offer themselves for re-election at the AGM.

Either at the AGM (or at the latest by the first meeting after the AGM) the Committee members shall elect the following officers: Chairman, Vice-Chairman, Secretary and Treasurer. Any Committee member may stand for election as an Officer. If more than one Committee member stands for the same position, election is by a simple majority of all Committee members. In the event of a tie, the current Chairman has the casting vote. The outgoing Chairman retires on the election of his/her replacement.

Retirement/Resignation of Committee

Committee members must give one month's notice addressed to the Chairman if they wish to resign.

Once a Committee member has resigned/retired the Committee will then select a replacement from the membership.

If a Committee member misses three consecutive meetings then the Committee may elect a replacement.

If an Officer wishes to retire/resign or misses two consecutive meetings then the Committee may elect a replacement in the Officer's absence from among the remaining Committee members.

Meetings and Proceedings of the Committee

The Committee shall endeavour to meet at least every two months.

The Chairman shall act as chairman at meetings of the Committee. If the Chairman is absent, then the Vice-Chairman shall act as chairman. If the Chairman and Vice-Chairman are absent from any meetings, the members of the Committee present shall choose one of their number to be a Chairman of the meeting before any business is discussed.

At the meeting of the Committee, four elected members, to include at least a Surgery representative and one Officer of the Committee (as long as there is an Officer of the Committee at that time), shall constitute a quorum .

The Secretary or Committee member nominated shall keep minutes of the meetings, which shall be presented to the next meeting of the Committee for approval and shall then be posted on the FSPPG noticeboard (located inside the surgery and on the Falkland Surgery Website www.falklandsurgery.co.uk)

The Committee may appoint one or more sub-committees for the purpose of performing any function more conveniently undertaken by a sub-committee. Further members may be co-opted as appropriate.

Complaints

Should any member of the PPG receive a complaint regarding the Surgery, the complainant is to be advised that the matter is to be dealt with by the Surgery's formal complaints procedure. Permission must be sought from the complainant prior to the complaint being referred to the Practice Manager for attention.

Finance and Fundraising

Fundraising schemes may be organised in the name of the Surgery providing approval for the event has been sought. All funds collected by the FSPPG

shall be handed to the Treasurer and paid directly into the account in the name of the PPG at such bank or building society as the Committee may from time to time decide. All cheques must be signed by two of the three Officers of the Committee. The Treasurer will maintain accurate records of income and expenditure and a Statement of Accounts that will be presented to the FSPPG AGM. The Treasurer will make the accounts available for audit or independent scrutiny on an annual basis if this is required by regulations affecting charities.

Any funds held by the FSPPG at the time of its dissolution will be offered to a similar charitable body or passed to the Falkland Surgery for 'charitable purposes'. Any such funds must not be passed onto the Surgery for general purposes.

Annual General Meeting (AGM)

The AGM shall be held annually in October or as soon as possible thereafter and shall be open to all patients and employees of the Surgery. A minimum of twenty-eight days' notice of the date, time and venue of the meeting will be given by suitable means such as an A4 sized notice on the FSPPG noticeboard located inside the Surgery, patient newsletters and on the Falkland Surgery website (www.falklandsurgery.co.uk). Any items for the agenda shall be sent to the Secretary at least twenty-one days prior to the AGM.

Six members shall form a quorum at Annual General Meetings.

Annual Report

The Committee shall present at each AGM a report of the activities of the Group and its own proceedings since the last AGM with an Audited Statement of Accounts for the financial year preceding the AGM.

Dissolution

If upon dissolution of the FSPPG there remains after the satisfaction of all debts and liabilities any funds whatsoever, they shall be transferred to the Falkland Surgery subject to the provisions outlined above in Finance and Fundraising.

Notice and Application of Rules

Any member of the FSPPG shall upon request be supplied with a copy of these rules.

Alterations to the Rules

Any of these rules may be rescinded, amended or waived by a resolution passed at the AGM or an Extraordinary General Meeting. Twenty-eight days notice, given by means of an A4 sized notice on the FSPPG noticeboard

Initially approved AGM 2004
Revised AGM November 2019

inside the Surgery, Patient Newsletters and on the Falkland Surgery website must be given for any resolutions tabled.

Any such alterations or amendments must be acceptable to and ratified by the Charity Commissioners prior to adoption at the AGM.