



Constitution of the Friends of Amersham Health Centre (Patient Participation Group)

1. Name

The name of the group shall be the Friends of Amersham Health Centre Patient Participation Group. (FAHC)

2. Aims and Activities

- i. To support and build a two-way relationship between patients and the practice.
- ii. To seek out and listen to the views of patients, carers and staff, especially those individuals and groups whose voices are not usually heard.
- iii. To contribute to decision-making at the practice and consult on service development and provision where appropriate, expressing opinions on these matters on behalf of patients. Note: Final decisions on service delivery always rest with the practice.
- iv. To communicate information and act as a forum via newsletters, talks and open meetings which may promote or assist with health or social care. The FAHC will endeavour to hold open meetings 3 times a year and those who cannot attend the meetings can contribute both online and in writing.
- v. To conduct periodic surveys and explore the ideas and issues identified in these surveys.
- vi. To raise patient awareness of the range of services available at the surgery, help patients to access/use such services more effectively and to advise on developments and the continual improvement of the practice.
- vii. To liaise with the PPG groups in our Primary Care Network (PCN) in order to share information and ideas for good practice.
- viii. To raise funds for the above purposes

While these are the initial aims of the FAHC they are open to change and discussion by the FAHC committee and the practice to ensure continual development and improvement.

The FAHC will not deal with patients' specific problems. These must be addressed with the Practice Manager at the surgery. Membership does not confer any prior claims on the Practice nor any right to preferential treatment.

3. FAHC Structure and membership

- i. Membership of the FAHC shall be open to all registered patients over the age of 16 and carers of registered patients, all of whom will be eligible to involve themselves in FAHC activities.
- ii. Removal of a patient from the patient list will mean that he/she will cease to be a member of the FAHC.

- iii. The FAHC will be non-political and non-sectarian. At all times it will respect diversity and exemplify its commitment to the principles contained within the Equality Act and in accordance with the GP contract.

4. Management of the FAHC Committee

- i. The FAHC will elect a committee consisting of no more than 10 individuals including its officers, namely: Chair, Vice-Chair, Secretary and Treasurer, nominated and elected annually at an Annual General Meeting.
- ii. Meetings will be held monthly and scheduled one year in advance.
- iii. Decisions will be taken by a simple majority vote in which the Chair shall be entitled to vote. In the event of a tie, the Chair shall have the casting vote.
- iv. Meetings will be quorate with five committee members. The FAHC committee may co-opt members of the FAHC for specific tasks. The co-optees will not have voting rights.
- v. The FAHC committee may fill any vacancy occurring among its numbers until the next AGM.
- vi. One member of the practice shall be a FAHC Committee member entitled to vote. In his/her absence, the Practice will nominate its own alternative representative, who will attend the meeting in an advisory capacity and vote in his/her absence.
- vii. All officers of the FAHC will only occupy the same position for a maximum of 5 years. They may then occupy a different position.
- viii. All FAHC committee members may offer themselves annually for re-election at the AGM. If more than one nomination is received for an Officer position then a vote must take place. In the event of a tie, the Chairman has the casting vote.

5. Finance

- i. The FAHC Committee may raise funds. These should be used to cover FAHC expenses and may also be used for the benefit of the practice.
- ii. The funds will be administered by the Charitable Incorporated Organisation ("the CIO") registered with the Charity Commission as Friends of Amersham Health Centre CIO.

6. Annual General Meeting

An AGM shall be held annually. Notice of the day, time and place will be given via notice boards, practice website and by email. Any item for the agenda shall be sent to the Secretary for consideration at least two weeks prior to the AGM date.

7. Annual Report

The FAHC shall present at each Annual General Meeting a report of the activities of the FAHC during the previous year.

8. Notice and Application of Constitution

This constitution will be available on the practice website.

9. Amendments to the Constitution

The constitution can be reviewed at any time but must be ratified at the AGM.

10. Confidentiality

All committee members of the FAHC must be made aware of the need to maintain absolute patient confidentiality at all times. Any member whose work on behalf of the FAHC includes work in the practice or consulting with other patients or members of the public should sign and return a copy of the Practice's Confidentiality Agreement before undertaking any such activity. Individual cases must never be discussed nor medical advice given.

11. Code of Conduct

All FAHC committee members must abide by the Code of Conduct which can be found within the Welcome Pack.

Signed agreement

NB: To ensure a jointly agreed approach by the practice and PPG members, this section should be signed by both parties.

Signed: FAHC Chair
Date

Signed:General Practice representative.
Date.....