THE RIDGEWAY SURGERY PATIENT GROUP

Constitution

NAME: The name of the group shall be THE RIDGEWAY SURGERY PATIENTS GROUP (The Group).

STATUS: The Group is a Registered Charity: Reg Charity No: EW973939

ASSOCIATION: The Group is affiliated to the National Association for Patient Participation (N.A.P.P.).

OBJECTS: The object for which The Group is established is to promote health by fostering the highest possible standard of primary care through the medium of patient participation.

DATA PROTECTION: The Group maintains a Register of all patients who have asked to join The Group.
Patients join by completing The Group's application form. This can be scanned and returned online to **rspatientgroup@hotmail.com**
Alternatively the completed form may be handed in at Reception marked **"For the attention of RSPG".**

These details are only used to send health related information, details of invitations to talks arranged by The Group and to send The Group's newsletters. 2 named members of The Group are responsible for securely maintaining this Register.

AIMS: *1 COMMUNICATION*: Members of The Group should act as a communication channel between the Practice and the community in order to help patients use facilities to the best advantage and to assist the Practice to implement policies influenced by representative patient views.

The Group may from time to time conduct surveys in conjunction with the Practice.

2 COMMUNITY 'NEEDS': The Group should have a role in assisting in assessment of community 'needs' to help the Practice improve its service.

3 HEALTH EDUCATION: The Group should advise the Practice of health education needs in the community in order for the Practice to provide appropriate and useful community health education meetings.

4 Clinical Commissioning Group: The Group will be informed of the general practice policies relating to the CCG to which the Practice belongs. The Group will express opinions on these policies on behalf of the patients. The Practice will give appropriate consideration to these opinions within their CCG.

5. FUND RAISING: The Group has the option to act as a focus for fund raising activities.

MEMBERSHIP: Membership shall be open and free to all patients and staff of the Practice.

COMMITTEE & OFFICERS: The Committee shall consist of four Officers - a Chairman, Vice-Chairman, Secretary and Treasurer (if appointed) plus up to 10 other Group members nominated and elected annually. The Practice will be represented by a Partner, and depending upon availability, a senior administrator and other staff as nominated by the Practice. Practice members are not eligible to vote.

The Committee shall endeavour to meet not less than four times in any period between two AGM's, at such times and place as the Secretary shall specify as agreed by the Chairman.

The Committee shall be empowered to manage the affairs of the Group and to take any action on its behalf to further the aims of the Group.

At the meetings of the Committee, four members plus one officer shall constitute a quorum.

The Committee may fill any casual vacancy occurring among its number until the AGM of the Group.

The Committee may co-opt up to two people for specific purposes of the Committee or any sub-group. Co-opted members are not eligible to vote.

FINANCE:The Group is funded by the practice and receives annually 10p per patient registered with the practice. From time to time the Group also receives donations from individual patients either directly or via the practice. In the event that the Group raises funds, all such funds collected by the Group shall be handed to the Treasurer who shall pay the same into an account in the name of the Group at such bank or building society as Committee may from time to time decide. Any two Officers of the Committee must sign all cheques. Out of pocket expenses on behalf of the Group may be claimed at any Committee meeting or in between meetings and receipts for these expenses must be submitted to the Treasurer.

Annual associate membership shall be paid to N.A.P.P.

The Committee's activities and Trustees are covered by Public Liability Insurance.

ANNUAL GENERAL MEETING: An AGM shall be held annually. Notice of the day, time and place will be given via the notice boards and by email to patients who are registered with RSPG and have given their permission for us to email them. Depending on the date of publication notice will also be given via the RSPG Newsletter. As the Group is a registered charity all committee members are Trustees so their names must appear on the notice of the AGM. Any item for the agenda shall

be sent to the Chair by email for consideration at least four weeks prior to the AGM date.

ELECTION & RETIREMENT OF COMMITTEE MEMBERS: All Officers and Committee 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.

REPORTS & ACCOUNTS: The Committee Chair shall present at each Annual General Meeting the minutes of the previous AGM, a report of the activities of the Group and its own proceedings during the previous year, together with the Treasurer's statement of accounts, up to the end of the financial year on 30th September preceding the date of the AGM.

DISSOLUTION: If upon winding up or dissolution of the Group there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to the parent charity or other similar charity.

NOTICE & APPLICATION OF CONSTITUTION Any member of the Group shall upon request be supplied with a copy of this Constitution. A copy is also available on The Ridgeway Surgery website.

ALTERATION TO THE CONSTITUTION This Constitution may be rescinded or amended or waived by a resolution passed at an AGM or a Special Meeting of which proper notice shall have been given to all members, by a two-thirds majority of the members present and voting. Provided that no alteration shall be made which would cause the Group to cease to be affiliated to N.A.P.P. Reg. Charity No 292157.

Date: 12th March 2009

Date of proposed amendment: 11th January, 2019

Ratified at RSPG AGM, 4th April, 2019