THE COTTAGE SURGERY

Woodhouse Eaves

PATIENT REFERENCE GROUP (PRG)

CONSTITUTION

MEMBERSHIP AND OFFICERS

Membership of the PRG shall be open to any member of the Practice who wishes to join up to a limit of 12. Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group. In addition, membership may include the Doctors, Assistant Practice Manager and the Practice Staff.

The PRG shall elect a Chairperson, Secretary and Treasurer to whom it may delegate any or all of its powers as it from time to time decide. Voting shall be by a simple majority of those present. If necessary, the Chair shall have a casting vote.

AIM

The aim of the PRG is to provide a partnership between Patients, Practice Partners and Staff to help develop and build on the quality of healthcare services.

OBJECTIVES:

* The objectives of the group shall be to promote the benefit of the patients of the Practice without distinction of gender, race, colour or political, religious or other opinions or characteristics of individuals by encouraging development and quality of health promotion and health care services; to achieve this aim by liaising with the doctors and staff, other community health workers, Health Authorities and other persons or organisations concerned with health care.
* The group shall be non-party in politics and non-sectarian in religion. The group shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar charitable objects. The Group shall at all times respect diversity and will be committed to the principles contained within the Equality Act
* provide a forum for patients to discuss topics of mutual interest
* provide a channel of communication between the patients and the Practice staff
* enable patients to make suggestions for healthcare improvements in the locality
* influence local provision of health and social care
* develop and promote self-help projects for patients
* keep all patients of the Practice informed of the PRG’s work

**MEETINGS**

A quorum shall be any 4 members of the group.

The PRG will aim to meet every two months. Minutes of the meetings shall be made available to all patients of the Practice and published on the Practice website.

An Annual General Meeting shall be held between May and June each year and be open to any patient registered with the Practice. The date of the Annual General Meeting shall be advertised not less than 14 days prior to the meeting. The meeting shall be to receive an annual report and a statement of accounts from the PRG; to appoint officers and an auditor; to make recommendations to the PRG and when necessary to vote on any proposals to amend this constitution.

**ACCOUNTS**

The treasurer shall open a bank account in the name of the group with 2 unrelated signatories, keep accurate records of transactions and provide such records for annual audit as required. These accounts should be available to all members of the Practice. All monies raised by or on behalf of the Group shall be applied to further the objects of the Group and for no other purpose.

**DISSOLUTION**

If the PRG decides at any time that on any grounds it is necessary to dissolve the Group it shall call a Special General Meeting. If such a decision is confirmed by a two thirds majority of the membership of the Group, the PRG shall have the power to dispose of any assets held by the Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be applied towards a medical charity selected by a simple majority of those present at the aforesaid meeting.