

## Camelford Medical Centre PPG - Draft Constitution - 05 2026

### 1. Name

The organisation shall be known as the Camelford Medical Centre Patient Participation Group (PPG).

### 2. Purpose

The Patient Participation Group exists to promote effective communication and partnership between patients, carers and the Practice.

#### 2.1. The Group aims to:

- represent the interests of patients,
- provide a forum for constructive dialogue between patients and the Practice,
- assist the Practice in improving services wherever possible,
- encourage patients to take greater responsibility for their own health,
- promote health education and wellbeing initiatives,
- support the Practice in developing patient-centred services,
- encourage participation from all sections of the community, and
- help the Practice understand patient priorities through discussion and feedback.

#### 2.2. The PPG is advisory and consultative. Responsibility for the management of the Practice remains with the GP Partners.

### 3. Objectives

#### 3.1. The objectives of the Group are to:

- develop positive relationships between patients and the Practice,
- provide feedback on patient experience,
- discuss proposed service developments,
- promote awareness of Practice services,
- assist with patient communication,
- encourage participation in NHS surveys and local engagement exercises,
- promote equality, diversity and inclusion, and
- support fundraising or community health events where appropriate.

### 4. Membership

#### 4.1. Membership is open to:

- patients registered with Camelford Medical Centre aged 16 years or over,
- carers of registered patients, and
- representatives of local community organisations (where agreed by the Committee).

#### 4.2. The Practice aims to ensure that membership reflects the diversity of the Practice population including:

- age,
- gender,
- disability,
- ethnicity,
- rural communities,
- long-term conditions,

- carers, and
- young families.

**4.3.** Members should always act respectfully and constructively.

## **5. Exclusions**

**5.1.** Membership may be declined or withdrawn where an individual:

- is abusive or threatening towards staff or other members,
- breaches confidentiality,
- brings the Group into disrepute,
- uses the Group for political campaigning or personal grievances, or
- is removed from the Practice patient list.

**5.2.** Any decision to withdraw membership will be made jointly by the Practice and the PPG Chair.

## **6. Officers**

**6.1.** The Group will elect annually:

- Chair.
- Vice-Chair, and
- Secretary.

**6.2.** The Practice will nominate a staff member to act as Practice Liaison.

**6.3.** The officers will normally serve for one year and may stand for re-election.

## **7. Committee**

**7.1.** The Committee shall consist of:

- Chair,
- Vice-Chair,
- Secretary,
- Up to six additional patient members,
- Practice Manager (or deputy), and
- One GP representative (where available).

**7.2.** Practice staff attend in an advisory capacity and do not normally vote.

## **8. Meetings**

**8.1.** The Group will normally meet:

- Quarterly (minimum three meetings per year)

**8.2.** Meetings may be held:

- face-to-face,
- virtually, or
- hybrid.

**8.3.** Agenda papers should normally be circulated at least seven days before each meeting.

**8.4.** Minutes will be recorded and approved at the following meeting.

**8.5.** Approved minutes will normally be published on the Practice website and displayed in the surgery.

## **9. Quorum**

**9.1.** The quorum shall be:

- four patient members, and
- one Practice representative.

**9.2.** If a meeting is not quorate, discussion may continue but decisions should be deferred.

## **10. Decision Making**

**10.1.** The Group aims to reach decisions by consensus.

**10.2.** Where a vote is required:

- each patient member has one vote, and
- the Chair has a casting vote if necessary.

**10.3.** Recommendations are advisory and are submitted to the Practice Partners for consideration.**11. Confidentiality****11.1.** Members may occasionally receive information that is confidential.**11.2.** Members agree:

- not to disclose confidential information,
- to comply with UK GDPR and confidentiality requirements, and
- not to discuss identifiable patients.

**11.3.** No individual patient complaints will be discussed.**11.4.** Such matters should instead follow the Practice Complaints Procedure.**12. Equality and Inclusion****12.1.** The PPG is committed to promoting:

- equality,
- diversity, and
- inclusion.

**12.2.** Membership is open regardless of:

- age,
- disability,
- race,
- religion,
- sex,
- sexual orientation,
- gender reassignment, or
- pregnancy or maternity status.

**12.3.** Reasonable adjustments will be made wherever possible.**13. Conflicts of Interest****13.1.** Members should declare any actual or potential conflicts of interest.**13.2.** The Chair may ask a member to withdraw from discussion where appropriate.**14. Communications****14.1.** The Group may communicate through:

- practice website,
- noticeboards,
- practice newsletters,
- social media (where appropriate), and/or
- email.

**14.2.** Members consent to receiving communications electronically unless otherwise requested.**15. Finances****15.1.** The PPG is a voluntary organisation.**15.2.** Should the Group receive any funding or donations:

- a simple record of income and expenditure will be maintained,
- funds will only be used for purposes consistent with the objectives of the Group, and
- financial statements will be presented annually.

**16. Relationship with the Practice****16.1. The Practice agrees to:**

- provide reasonable administrative support,
- share information where appropriate,
- consider recommendations made by the PPG, and
- explain where recommendations cannot be implemented.

**16.2. The Practice retains responsibility for:**

- clinical decisions,
- staffing,
- finance,
- governance, and
- regulatory compliance.

**17. Annual General Meeting****17.1. An AGM will normally be held each year to:**

- elect officers,
- receive an annual report,
- review achievements, and
- consider amendments to the Constitution.

**18. Amendments****18.1. This Constitution may be amended by:**

- A two-thirds majority of members present at a quorate meeting

**18.2. Any proposed amendments should normally be circulated at least 14 days before the meeting.****19. Dissolution****19.1. Should the Group cease to operate:**

- any remaining funds will be used for patient benefit as agreed with the Practice Partners, and
- practice-held records will be retained in accordance with NHS record retention guidance.

**20. Review****20.1. This Constitution will be reviewed:**

- annually,
- following significant organisational change, or
- following changes in NHS guidance.

Signed

Chair of Patient Participation Group

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of Camelford Medical Centre

Managing Partner

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Version: 1.0

Approved by: Practice Partners

Review Date: Annually

DRAFT