

CONSTITUTION OF COOKHAM PATIENT PARTICIPATION GROUP

Adopted at the Public Meeting on 15 October 1998 at the Medical Centre
(Revised 21 October 1999 and 27 November 2008)

RULES

NAME: The name of the group shall be 'COOKHAM PATIENT PARTICIPATION GROUP' (CPPG).

ASSOCIATION: COOKHAM PPG (CPPG) is affiliated to the National Association for Patient Participation (N.A.P.P.) and is governed by the Rules of the said Charity.

OBJECTS: The object for which CPPG is established is to promote the relief of sickness and preservation and protection of health for the public benefit by fostering the highest possible standard of primary medical care through the medium of patient participation.

AIMS:

- 1 **COMMUNICATION:** The CPPG members should act as a communication channel between the Cookham Medical Centre team and the community in order to help patients use facilities to the best advantage and the practice to implement policies influenced by representative patient views.
- 2 **PATIENT CHARTER:** The CPPG may from time to time conduct surveys on behalf of the practice in order to develop and monitor the Cookham Medical Centre Patient Charter.
- 3 **FUND RAISING:** CPPG has the option to act as a focus for fund raising activities.
- 4 **HEALTH EDUCATION:** The CPPG should advise the Medical Centre of health education needs in the community in order for the Medical centre to provide appropriate and useful community health education meetings. The CPPG will continue to provide books and videos for the Patient Library as required.
- 5 **COMMUNITY 'NEEDS':** The CPPG should have a role in assisting in assessment of community 'needs' to help the Medical Centre improve its service.
- 6 **PRIMARY CARE GROUP:** The CPPG will be informed of the general practice policies relating to the Primary Care Trust to which the Medical Centre belongs. The CPPG will express opinions on these policies on behalf of the patients. The practice will give appropriate consideration to these opinions within their PCT.

MEMBERSHIP: Membership shall be open and free to all patients and staff of the Medical Centre, Cookham.

PRESIDENTS & VICE PRESIDENTS: The CPPG may nominate Presidents and Vice-Presidents from time to time and who shall be elected at an Annual General Meeting.

COMMITTEE & OFFICERS: The Committee shall consist of Local Group Representatives and up to six other Committee members nominated and elected annually by the membership. A Chairman, Vice-Chairman, Secretary and Treasurer shall be appointed as officers by the Committee from among their number.

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 CPPG and to take any action on its behalf to the aims of the CPPG.

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: All sums collected by the CPPG 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. All cheques must be signed by two members of the Committee from three nominated account signatories. Out of pocket expenses on behalf of the group may be claimed at any committee meeting.

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

ANNUAL GENERAL MEETING: An AGM shall be held annually. Notice of the day, time and place will be given via the local press, notice boards, website and Newsletter. Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

REPORT & ACCOUNT: The Committee shall present at each Annual General Meeting a report of the activities of the Group and its own proceedings during the previous year, with a statement of accounts up to the end of the financial year on 31 March preceding the date of the AGM. The "year" ending 31 March 2010 will, exceptionally run from 1 October 2008.

DISSOLUTION.: If upon winding up or dissolution of the Cookham PPG 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 OR RULES: Any member of the Cookham PPG shall upon request be supplied with a copy of these rules.

ALTERATION TO THE RULES: Any of these rules 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 Cookham PPG to cease to be associated to N.A.P.P. Reg. Charity No 292157.