Adopted: 06th February 2012

**Name**

The name shall be Denton Turret Medical Centre Patient Participation Panel (The Panel).

**Object**

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

**Terms of Reference**

The Patient Participation Panel will:

1. contribute to practice decision-making and will be consulted on service development and provision;
2. provide feedback on patients’ needs, concerns and interests and challenge the practice constructively whenever necessary;
3. serve as a conduit for patients to represent their views and opinions to the practice and to other relevant agencies and bodies as appropriate;
4. communicate information about the community which may affect healthcare;
5. promote good health and higher levels of health literacy by encouraging and supporting services within the practice;
6. influence the provision of secondary healthcare and social care locally; and
7. liaise with other Patient Participation Panels in the area.

**Membership**

Membership of The Panel shall be open and free to all patients and staff of the Practice. Membership of The Panel shall be terminated in the event of a member ceasing to be a patient of the Practice or an employee (Partner or Salaried).

**Panel & Officers**

The Panel shall appoint a Panel consisting of four Officers (nominated and elected annually):

* A Chairperson
* A Deputy Chairperson
* A Secretary and
* A Treasurer,
* and a maximum of 16 other Group members.

A waiting list will be established for future members.

The Practice will be represented by the Practice Manager and, depending upon availability, a Partner. Practice members are not eligible to vote.

The Panel shall seek to work on a consensus basis wherever possible. However, where a vote is necessary, it will be on the basis of one member, one vote.

The Panel may fill any casual vacancy occurring among its number until the Annual General Meeting [AGM] of the Group. The Panel may co-opt up to two people for specific purposes of the Committee. Co-opted members are not eligible to vote.

**ANNUAL GENERAL MEETING**

An AGM shall be held annually.

Notice of the day, time and place will be given via the notice boards, Practice Website and Practice Newsletter.

Any item for the agenda shall be sent to the Secretary for consideration at least four weeks prior to the AGM date.

The Panel can hold a Special Meeting as the need arises, of which proper notice shall have been given to all members.

**MEETINGS**

The Group shall meet monthly, on the first Monday of the month, from 1pm to 2:30pm. If the first Monday is a Bank or Public holiday, the meeting shall transfer to the second Monday of the month, at the same time. Meetings shall enable the Group to discuss actions and monitor progress, and to discuss future developments.

All members shall receive an agenda before the next meeting.

All members will be able to submit items for the agenda, ideally at least 10 days before the next meeting. Agenda items are to be submitted to the Chairperson or the Secretary, who will exercise their discretion when drafting the meeting agenda.

A quorum of at least 5 group members plus one officer must be present at a meeting for a meeting to take place.

If the required number of members is not present to make up the required quorum, the meeting can be re-scheduled as appropriate.

It shall be the responsibility of the Chairperson or Deputy Chairperson to chair all meetings. Should the Chair and Deputy Chair be absent from any meeting of the Panel, those present shall nominate another member to act as chair for that meeting.

All meetings must be minuted and accessible to both Group members, Management and Staff at the Practice and to the patients. They will be published on the practice website, and a hard copy can be made available on request to the Practice Manager.

**FINANCE**

In the event that The Panel raises funds, all such funds collected by The Panel shall be handed to the Treasurer who shall pay the same into an account in the name of The Panel at such bank or building society as Panel may from time to time decide.

A Bank Account shall be opened by the Treasurer in the name of ‘DTMC Patient
Participation Panel’.

Any cheques shall be signed by at least two officers of the Group: one to be the Treasurer, and one other from the Chairman or Deputy Chairperson or the Secretary.

Any income or expenditure shall be the responsibility of the Treasurer who will be accountable to ensure that funds are utilised effectively.

Official accounts shall be maintained by the Treasurer, and these will be examined annually by an independent body who is not a member of the group.

An Annual Report shall be presented at each Annual General Meeting.

The Panel’s accounting year shall run from January to December.

Out of pocket expenses on behalf of The Panel shall be claimed at any Panel meeting.

**ELECTION & RETIREMENT OF PANEL MEMBERS**

All Officers should 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.

If there is a tie for the post of Chair, then the Deputy Chair has the casting vote.

The officers shall serve a maximum of three years, but should be re-elected annually.

Officers have the right to resign their post at any time in writing to the Secretary.

**REPORT & ACCOUNT**

The Panel shall present at each Annual General Meeting a report of the activities of The Panel and its own proceedings during the previous year, with a statement of accounts, if any, up to the end of the financial year on 31st December preceding the date of the AGM.

**DISSOLUTION**

If upon winding up or dissolution of The Panel there remains, after the satisfaction of all its debts and liabilities, any funds whatsoever, the same shall be given or transferred to Denton Turret Medical Centre.

**NOTICE & APPLICATION OF CONSTITUTION**

Any member of The Panel shall upon request be supplied with a copy of this Constitution.

**ALTERATION TO THE CONSTITUTION**

This Constitution may be rescinded or amended or waived by a resolution passed at an AGM or a Special Meeting by a simple majority of the members present and voting.