**Vange Patient Participation Group**

**1. Constitution**

The name of the group shall be the Vange Patient Participation Group, hereafter referred to as VPPG.

**2. Objects of VPPG**

The prinicipal aims and objectives of VPPG shall be to improve the communication between the patients and the Practice.

Strive to improve the services and knowledge of facilities available to patients to represent and further the views of patients.

The VPPG will act at all times without bias in terms of their representation of patients.

**3. Membership**

The VPPG shall be made up as follows:

Medical Representatives:

Two Practice Doctors

Nursing Staff

One member of the Administrative Staff

Patient’s Representatives:

Three general representatives from among the patient’s electorate.

One parent of a child under the age of six years.

One parent of a child between the ages of six – twelve years.

One parent of a child between the ages of twelve – sixteen years.

One registered Disabled Patient.

In addition to the above, patients with specialist knowledge of specific disabilities may be co-opted at any time, though such people shall not have any voting rights.

The term of office of the Patients Representatives shall be 3 years.

In the event that a representative no longer fulfils the criteria upon which they were elected they shall retire and a casual vacancy will result.

**4. Casual Vacancies**

In the event of a casual vacancy arising, steps will be taken to fill the vacant position. Nominations will be sought by way of notices in the surgery. In the event of more than one nomination a secret ballot will be held by members of the committee. The successful candidate will serve the remainder of the period of unexpired tenure and will be eligible to stand for election again.

**Meetings**

Meetings shall be held on the last Wednesday of each month, except for August and December when normally no meetings will take place. (Time and place to be determined at each AGM).

**5. Annual General Meeting**

The Annual General Meeting shall be held in November each year and all patients shall have the right to attend.

Patients will be advised via notices in the surgery that the meeting will be taking place and will be invited to submit nominations for all positions of the VPPG. The election of representatives will be by vote at the AGM.

From the representatives elected to the VPPG, the AGM shall also elect a Chair, Vice chair and Treasurer, (and any other ex-officio member deemed to be necessary), who will serve in that capacity for a period of 3 years.

The Treasurer will give a report on the VPPG finances.

**6. Administrative/Secretarial Support**

The Practice shall provide all necessary administrative/secretarial support and shall draw up and circulate the agenda and shall take and produce minutes of all meetings.

**7. Efffective Date of Constitution**

This constitution shall become effective from 24 June 2009 and amendments to it shall only be considered by giving notice to the AGM of a proposed change. The matter shall be decided by a vote of those present and be by simple majority.