

Bethnal Green Health Centre Patient Group

Constitution.

1. **Name.** The name of the group is Bethnal Green Health Centre Patient Group.
2. **Association.** The Group will be affiliated to the National Association for Patient Participation (N.A.P.P) and will liaise as necessary with other patient groups, the Tower Hamlets Clinical Commissioning Group (CCG), Healthwatch and other statutory and voluntary organisations in Tower Hamlets.
3. **Purpose of the Group.** To promote health by developing ways for staff and patients of BGHC to communicate and work together so that patients benefit from the highest standards of primary care available on the NHS.
4. **Aims of the Group.** The aims will include:

Communication

- The group will support staff of BGHC in helping patients of all ages and backgrounds to understand the changing shape of NHS services so that they can make best use of what is available.
- Patients will have opportunities to voice their hopes and needs so that, where possible, their experiences and ideas will help to shape future plans for services at BGHC.
- From time to time the Group may help carry out patient surveys at BGHC.

Local health policy

- The Group will share ideas and concerns with other local patient groups (PPGs), and relevant statutory and voluntary sector organisations including Tower Hamlets Healthwatch, with the aim of working together to improve local health services.
- The Group intends to be well informed about Tower Hamlets CCG's policies affecting all health service users, and Tower Hamlets Health and Wellbeing Board plans in respect of developing better integrated health and social care.
- The overall aim is to make sure that the interests of BGHC patients are understood and firmly represented to TH CCG and TH Health and Wellbeing Board when they are developing plans to change, amalgamate, cut or commission services. The Practice will support this aim.

Community Needs

- * The Group will assist in assessing community 'needs' to help the Practice adjust its services, for example where cultural, language, religious or any other barriers prevent patients from making best use of health care provision.

Health Promotion

- The Group will encourage and support health promotion initiatives, for example workshops or talks which are responsive to patient needs.

Practical Issues.

- * The Group will listen to patients' views about the management of BGHC, including such matters as opening hours, appointments system, use of public space, suitability of information and website, and generally to look out for ideas about how to make best use of the surgery and its services.

5. **Membership.** Membership of the Patient Group is open to all registered patients and members of staff of BGHC who accept that activities of the Group will be non-discriminatory and non-party in politics and non-sectarian in religion.
6. **Committee.** The activities of the Patient Group will be led by a Committee of up to 7 members elected from the Patient Group, together with members of BGHC staff, nominated by the Practice, to include at least one partner, a senior administrator and a staff member who is representative of other health care staff within the Practice. The Committee will include patients who, as far as possible, reflect the patient population. Any patient may be nominated or nominate themselves for election to the Committee at the Annual General Meeting (AGM). Committee members may serve for up to three years before taking a break of at least one year before standing for re-election.
7. **Annual General Meeting.** An AGM will be held which will be open to all patients and members of staff. The date, time and place of the meeting will be advertised in the Practice and on the Practice website at least 4 weeks before the meeting. Any item for the agenda must be received by the Secretary for consideration at least 2 weeks before the AGM. The main purposes of the meeting will be:
 - to receive the annual report from the Committee
 - to receive audited statement of accounts (if any)
 - to elect Committee members
 - to consider priorities for the coming year
 - to consider and vote on any proposals for amending the constitution.
 - A.O.B.
8. **Special General Meeting.** A SGM will be held if at least three elected members of the Committee request it in writing to the Chair or Secretary, stating their reasons. The meeting must be held within 3 weeks of the written request and the date of the meeting will be advertised in the Practice and on the Practice website at least 2 weeks before the meeting. Reasons for calling a SGM include:
 - consideration of reasons raised with the Committee Chair or Secretary
 - altering the constitution
 - any other purpose which needs to be dealt with before the next AGM.
9. **Officers of the Committee.** At its first meeting after the AGM, the Committee will elect the following officers:
 - Chair
 - Vice-chair
 - Secretary
 - Treasurer (if there are funds to be accounted for.)
10. **Duties of the Committee.** The Committee will manage the activities of the Patient Group and take whatever actions or decisions are necessary in line with the aims of the Group. The Committee will operate as follows:
 - The Committee will meet at least four times a year.
 - Four members of the Committee including at least one officer will form a quorum.
 - The Committee has the power to co-opt additional members, for specific purposes.
 - If vacancies occur, the Committee can appoint substitutes until the next AGM.
 - Where appropriate, the Committee will be responsible for investigating funding options and applying for funds for agreed activities.
 - The Committee will be responsible for agreeing and accounting for any expenditure of funds.
 - Minutes will be kept.

11. Finance.

- All funds collected by the Patient Group will be maintained and accounted for by the Treasurer through a BGHC Patient Group bank account.
- All expenditures will be approved by the Treasurer and another nominated Patient Group officer.
- An Annual Report of income and expenditure will be presented at the AGM.
- Annual associate membership will be paid to N.A.P.P.

12. Dissolution. If the Patient Group is no longer functioning in a useful way, the Committee will be responsible for considering if and how the Patient Group should be dissolved and the use of any remaining funds. The Committee's recommendations should then be presented at a Special General Meeting.

sc/cls. 19.1.14.