



## THE LIME TREE SURGERY PATIENT PARTICIPATION GROUP CONSTITUTION (TERMS OF REFERENCE)

### **1.0: Title of the Group**

The name shall be “**THE LIME TREE SURGERY PATIENT PARTICIPATION GROUP**” (L.T.S.P.P.G) hereinafter called the “**Group**” representing all **The Lime Tree Surgeries**, hereinafter called the “**Practice**”, which are based at Lime Tree Avenue, Worthing, West Sussex. BN14 0DL; Durrington Health Centre, Durrington Lane, Worthing, West Sussex, BN13 2RX and Lime Tree Phoenix, 4 The Waterfront, Goring-by-Sea, Worthing, West Sussex, BN12 4FD.

### **2.0: The L.T.P.P.G Mission Statement**

*“Listening, learning, improving and caring”*

The Group consists of a voluntary team of patients, management and practice staff who regularly meet and work together to make a positive contribution to the services and facilities offered by the practice to their patients.

### **3.0: Group Organisation**

- 3.1** Membership is free and open to all registered Patients, Management and Staff of the Practice.
- 3.2** The committee officers will be composed of a Chair, Vice Chair, Secretary and Treasurer and be elected by the attending members of the Group. These positions to have 12-month tenures from A.G.M. Committee officers can be re-elected.
- 3.3** The Group will also elect a minimum of 3 trustees of which at least one from each Practice, according to **3.2**, who will audit Fundraising (**Section 8**).
- 3.4** For a Group meeting to take place a minimum number of 4 members, one of which must be a committee officer or a member of the Practice to be present.
- 3.5** The Group will endeavour to meet at least 6 times per year.
- 3.6** Each and every patient of the Practice is welcome to attend general meetings without prior personal invitation or acceptance.
- 3.7** The Staff at the Practice may provide administrative assistance.
- 3.8** The Group will endeavour to send a representative to any PPG workshop, Commissioning/NHS meeting or conferences deemed appropriate.
- 3.9** At all meetings the Chair of the meeting shall have a vote. In addition the Chair shall have a casting vote in the event of a tied vote.

- 3.10 The Group may be called upon or volunteer to assist the Practice during busy times (e.g. Flu Season). ?
- 3.11 If additional patients and surgeries are acquired by the Practice (through acquisition) they will automatically become part of the Group 3.1.

#### **4.0: Communications**

- 4.1 The Group will work closely with the Practice on topics of mutual interest in their practice.
- 4.2 The Group will update and maintain minutes on all matters from a Group meeting and these will be published using appropriate media.
- 4.3 The Group meetings are not for expressing personal complaints.
- 4.4 The Group may assist in improving the Practice leaflets, Surgery web site and any other form of communication deemed appropriate.
- 4.5 The Group will ensure that Patient information and advice are readily available and clearly presented.
- 4.6 Notices of meetings, reports and information of the activities of the Group will be displayed on notice boards, on the web site and members will be notified by email alerts or by post where necessary.
- 4.7 The Group will be notified of monthly meetings at least 14 days in advance. Minutes will be available no later than 3 days before the meeting.
- 4.8 Additional meetings can be called as long as 3.4 requirements are met.

#### **5.0: Ensure the Patient Perspective**

- 5.1 The Group will conduct Patient surveys to represent the views on issues affecting the Practice and services within the community.
- 5.2 The Group should be kept informed of new Practice and NHS West Sussex Clinical Commissioning Group policies and express opinions on these policies on behalf of the Patients.
- 5.3 The Group will seek to develop and build up an extensive Patient participation network via the Practices web site, video, by email or face-to-face meetings.

#### **6.0: Influence**

- 6.1 The Group will consult with the Practice on the development of Patient services.
- 6.2 The Group will represent Patients of the Practice in seeking to support the local provision of health and social care.

#### **7.0: Promoting Health Matters**

- 7.1 The Group will help to promote awareness and access to local health care services and provide a Patient library on information resource centres.
- 7.2 The Group will advise the Practice of the educational needs of the community by encouraging and supporting activities within the Practice to promote preventative medicine and healthy lifestyle choices.

**8.0: Fundraising and Accounts**

- 8.1 The Group will endeavour to raise funds via the “**Lime Tree Surgery**” Charity to provide the Practice with services / equipment not financially covered by the NHS for the benefit of all Lime Tree Patients.
- 8.2 The Group will administer the funds in accordance with the rules laid down by the charity commission.
- 8.3 All sums collected by the Group shall be handed to the Treasurer who shall pay the same into an account in the name of the Charity at such bank or building society. Two members of the Committee from the three nominated accounts signatories must sign all cheques.
- 8.4 Out of pocket expenses on behalf of the Group may be claimed at the committee meeting.
- 8.5 The committee shall present an independently audited statement of accounts and report on the activities of the Group for the financial year ending 31<sup>st</sup> December.

**9.0: Alteration of the Constitution**

- 9.1 The constitution may be amended by a resolution passed with a two-thirds majority of the Group having given four weeks notice to the proposed resolution.

**10.0: Disbanding of the Group**

- 10.1 The group may be dissolved by two-thirds majority vote in the group.
- 10.2 Upon winding up or disbanding of the Group any surplus assets remaining after the satisfaction of all its debts and liabilities shall be transferred to the **Lime Tree Surgery charity** and used at their discretion for the benefits of all patients.

**11.0: GROUP SIGNATURES**

CHAIRPERSON:

Signed:

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SECRETARY:

Signed:

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ON BEHALF OF LIME TREE SURGERY PRACTICE:

Signed:

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