

ELLESMERE MEDICAL PRACTICE

ELLESMERE PATIENTS' GROUP

CONSTITUTION - revised April, 2007

AIMS AND OBJECTIVES

To represent the views and interests of patients registered with the Ellesmere Medical Practice.

This is to be achieved through a Patient Participation Group which is constituted as follows:-

1. The name of the organisation is the Ellesmere Patients' Group (hereinafter known as EPG).
2. Membership of EPG shall not exceed 17 members, one of whom is, ex officio, the elected Secretary.
3. Membership shall consist of:-
 - 4 representatives from the Primary Health Team, who will be appointed from within the Practice. Of these members one must be the Practice Manager, one a GP and one a Practice Nurse;
 - Not more than 13 representatives from registered patients. These members will be co-opted by the appointed members from a list of patients who have expressed an interest in serving in the Group. The Practice will publicise, effectively, the need for volunteers.
 - At the discretion of the Chair, one or two intending Group members may attend meetings as observers. They would be allowed to take part in discussions but would not be allowed to vote.
4. The term of office for co-opted members shall not exceed 4 years in normal circumstances. During each year, 3 new members should be co-opted. If, during the year, sufficient resignations do not occur, the chairman will ask for volunteers to step down. Following this request, if the 3 annual vacancies have not been created, lots will be drawn, before the next AGM, from all the patient representatives to decide who will retire.
5. After a break of two years, retiring members of the EPG shall be eligible for a further period of co-option. In exceptional circumstances the Practice could co-opt for a further 2 years any retiring member of the Group.
6. The position of Chair, Vice-Chair and Secretary will be elected annually at the Annual General Meeting which will be held in March. While the number of years that may be served by the Chair and Vice-Chair is limited by the terms of Clause 4, there is no such time limit applicable to the Secretary, who may stand for re-election annually.
7. The Chair will produce an Annual Report for the Annual General Meeting.
8. The EPG will meet quarterly.
9. A quorum shall consist of 5 members of whom 3 must be patient representatives.
10. The EPG may appoint Working Groups to consider specific issues. These Groups will report back to the EPG at their quarterly meetings.
11. This constitution may be amended at an Annual General Meeting.