

Woodford Medical Centre

Proposed Changes to the Patient Participation Group Constitution

During the PPG meeting on 22nd March 2017, the group revisited their constitution and the following changes were suggested to clauses 3, 4, 6 and 10. These are to be approved by the group during the next meeting on the 17th May 2017.

Current wording:

3) Membership: This shall be open irrespective of political party, nationality, religious opinion, race, gender or colour to any patient of the Medical Centre. Any patient may nominate themselves for election to the Committee at the Annual General Meeting.

To be replaced by:

3) Membership: This shall be open irrespective of political party, nationality, religious opinion, race, gender or colour to any patient of the Medical Centre. Any patient may nominate themselves for election to the Committee at the Annual General Meeting. All nominations for positions on the committee must be in writing and delivered to the Secretary 24 hours prior to the AGM. If there are no nominations, or insufficient nominations, for any committee position then nominations can be accepted from the floor of the meeting for those vacant position(s) only.

Current wording:

4) Annual General Meeting: Once in each year, in the month of June, an Annual General Meeting shall be held at which any patient of the Medical Centre shall be entitled to attend. The date of this meeting shall be advertised in the Medical Centre not less than 14 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report from the Committee and the audited statement of accounts; of appointing Committee members; of making recommendations to the Committee and when necessary voting on proposals to amend this constitution in accordance with clause 11; of appointing an auditor for the accounts.

To be replaced by:

4) Annual General Meeting: Once in each year, in the month of March, an Annual General Meeting shall be held at which any patient of the Medical Centre shall be entitled to attend. The date of this meeting shall be advertised in the Medical Centre not less than 14 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report from the Committee and the audited statement of accounts (should, at some stage, the group have financial means); of appointing Committee members; of making recommendations to the Committee and when necessary voting on proposals to amend this constitution in accordance with clause 11; of appointing an auditor for the accounts.

Current wording:

6) The Committee and Executive: The Annual General Meeting shall elect 8 members who must be patients of the Medical Centre. Any patient can nominate themselves. At its first meeting after the Annual General Meeting in each year the Committee shall appoint an Executive consisting of a Chairperson, Secretary and Treasurer to which it may delegate any or all of its powers as it from time to time decide.

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The Committee shall have the power to co-opt members from time to time provided that the total number of co-opted members does not exceed one half of the total of elected members. Co-opted members who are patients of the Medical Centre shall have an equal vote on Committee with the elected members. Other co-opted members shall not have any vote.

All members of the Committee and Executive shall retire annually at the Annual General Meeting but shall be eligible to be elected or co-opted again. Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient of the Medical Centre.

To be replaced by:

6) The Committee and Executive:

The Annual General Meeting shall elect the Executive committee consisting of a Chairperson, Secretary and Treasurer. In the case of contested elections, voting shall be by secret ballot. At its first meeting after the Annual General Meeting in each year the Committee shall appoint an Executive

All members of the Executive Committee shall retire annually at the Annual General Meeting but shall be eligible to be elected or co-opted again. Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient of the Medical Centre.

Current wording:

10) Finance: All monies raised by or on behalf of the Group shall be applied to further the objects of the Group and for no other purpose. The Treasurer shall keep proper accounts of the finances of the Group. The accounts shall be audited once a year by a qualified auditor who shall be appointed by the Annual General Meeting. An audited statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.

To be replaced by:

10) Finance: Should the Group decide to raise funds, any monies raised by them or on their behalf shall be applied to further the objects of the Group and for no other purpose. Should the group hold any funds, a Treasurer will be nominated who shall keep proper accounts of the finances of the Group. In such circumstances, the accounts shall be audited once a year by a qualified auditor who shall be appointed by the Annual General Meeting and an audited statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.