

BOTTISHAM PATIENTS' GROUP COMMITTEE

When does the Committee meet?

An open Annual General Meeting is held in April.

Committee meetings are held on the fourth Thursday of each alternate month from January.

Occasional small working groups meet for specific purposes.

Who is on the Committee?

Officers elected annually at the AGM:

Chair: Steve Gilson

Secretary: Jenny Langdon

Vice Chair: Penny Irwin

Assistant Secretary: Vacancy

Treasurer: Christopher Welton

Registered patients of Bottisham Medical Practice volunteering their services at the AGM:

Roger Liles

Carolin Tidbury

Ex officio:

The Practice Manager

A General Practitioner from the Practice

Can I join the Committee?

If you are interested in joining the Committee, and for meeting dates please contact the Secretary, email: rowena.pilsworth@nhs.net

Minutes of meetings

Please view the 'Publications' tab

PATIENTS' GROUP CONSTITUTION

Bottisham Medical Practice Patient' Group Constitution

- 1. Name** Bottisham Patients' Group (formerly Bottisham PPG)
- 2. Objectives** To involve patients registered at the Bottisham Medical Practice in decisions about the range and quality of the services it provides by:
1. giving patients a voice in the organisation of their care;
 2. contributing to Practice decision-making, including service development and provision;
 3. communicating to the Practice information about the community which may affect healthcare, providing feedback on patients' needs, concerns and challenging the Practice constructively when necessary;
 4. assisting the Practice and its patients by arranging voluntary groups and support within the community;
 5. promoting good health and health literacy by encouraging and supporting health education activities within the Practice, and promoting preventive medicine;
 6. monitoring secondary healthcare and community services and consulting with and advising the Practice on their provision;
 7. liaising with other patients' groups and community organisations in the area.
- 3. Membership** Membership of the Group is open to all patients registered at the Bottisham Medical Practice.
- 4. Committee** The work of the Group will be managed by the PPG Committee.
- The Group's year will run from AGM to AGM.
 - In the event of an office holder standing down during the year, the Committee will elect a replacement to serve until the next AGM.
 - Working groups will be formed to undertake tasks as they arise.
 - Any change to this constitution shall be agreed by a majority vote of the Committee.
- 5. Committee membership**
- The Chair:
- presides over meetings of the Committee and the Group, ensuring business is conducted in an orderly fashion;
 - leads discussions and ensures the agenda is adhered to within the allotted time;
 - prepares the agenda for meetings with the Secretary;
 - liaises with other PPGs and relevant groups.
- The Vice-Chair:
- assists the Chair with his/her duties;
 - deputises for the Chair in his/her absence and when a motion involving the Chair is discussed.
- The Secretary:
- is the first point of contact for enquiries for the PG;
 - prepares the agenda for meetings with the Chair;
 - takes minutes of meetings;
 - circulates documentation for meetings;
 - deals with correspondence;
 - maintains files of records of PG meetings and activities.
- The Assistant Secretary:
- assists the Secretary in his/her duties;

- serves as Secretary in his/her absence.

The Treasurer:

- Keeps financial records of income and expenditure incurred by the PG;
- Maintains the PG's bank account;
- Presents the PG's accounts to the AGM.

Committee members:

- will be those PG members volunteering their services at the AGM;
- will serve for twelve months from the date of the AGM;
- can be co-opted between AGMs with the Committee's agreement;
- will endeavour to attend all committee meetings and the AGM;
- when attending meetings on behalf of the PG, will report the outcomes to the Committee in writing;
- will work closely with the officers to achieve the Group's objectives.

Ex-officio members:

- a clinician working at the Bottisham Medical Practice;
- the Bottisham Medical Practice Manager or his/her deputy.

- 6. Annual General Meeting** The AGM shall be held in April. 21 days' notice will be given to the Group and its business shall include:
- a summary of the Committee's activities during the year;
 - an update from Practice staff;
 - the election of office holders and the selection of committee members, in accordance with clause 5.
- 7. Finance** The Committee can raise funds when needed. Accounts will be kept and audited annually. Signatories to the bank account will be any two of the Chair, Secretary and Treasurer
- 8. Data Protection** As a not-for-profit organisation the PG is exempt from the provisions of the Data Protection Act. PG members' details are kept by the Practice. Only the Committee members' details are held by the Secretary.

April 2013