

Enfield PPG Network Constitution

1. Name

Enfield Patient Participation Group Network

2. Aims

- To bring together and foster cooperation and share best practice between the PPG's (Patient Participation Group's).
- To promote increased patient involvement in the strategic development of services in their GP Practices. To increase awareness of health developments, consultations and changes within the North Central London Integrated Care Board (NCL ICB) and wider health community.
- To establish Networks and activities for the chairs and members of practice PPG's to educate, inform and empower patient voice in the strategic development of each GP practice withing the London Borough of Enfield and the wider health landscape.

3. Membership

Membership is open to anyone who:

- Is an active member of their Enfield practice PPG.

A list of all members will be kept by the Chair and ICB Coordinator.

Ceasing to be a member

Members may resign at any time in writing to the Chair and/or ICB Coordinator.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the Network if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Enfield PPG Network will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee agreed at the Annual General Meeting. The Committee will meet as necessary and not less than 4 times a year.

The Committee will consist of no more than six members and no fewer than three members and be composed of four officers and up to two additional committee members.

The Chair will be elected at the AGM along with up to five other board members. At the first committee meeting following an AGM the other roles will be allocated. Officers are elected for three years, with one third being elected each year.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings.
- Vice-Chair, who shall deputise for the chair when needed.
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers.
- Treasurer who shall be responsible for maintaining accounts.
- Additional functions, from time to time as the board sees fit.

In the event of an officer standing down during their term a replacement will be elected by the next General Meeting of members.

Any committee member not attending three consecutive meetings without apology will be contacted by the committee and asked if they wish to resign.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fourteen months of the previous AGM.

All members will be notified in writing at least 21 days before the date of the meeting, giving the venue, date and time. All meeting may be virtual, in person or hybrid.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be at least one representative from 15% of Enfield GP Practices.

At the AGM:-

- The Committee will present a report of the work of Enfield PPG Network over the year.
- The Committee will present the accounts of Enfield PPG Network for the previous year.
- The officers and Committee for the next period will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least ten other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 21 days of the request.

All members will be given 21 days' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be at least one representative from 15% of Enfield GP Practices.

6.3 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 21 days before the meeting.

The quorum for Committee meetings is 3 people or 25% members, whichever is the greater.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of Enfield PPG Network at a bank agreed by the committee. Up to three cheque signatories will be nominated by the Committee. The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Enfield PPG Network is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Enfield PPG Network on: Wednesday 31st May 2023

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed