

# Granta Medical Practices Patient Participation Group Constitution

(Final draft August 2025 - for adoption by EGM)



## NAME

1. The name of the group is the "Granta Medical Practices Patient Participation Group".

## PURPOSE

2. The purpose of the Patient Participation Group ('PPG') is to be the independent voice representing the registered patient community of the Granta Medical Practices<sup>1</sup> (GMP), providing feedback for the purpose of improving GMP services to patients<sup>2</sup>.

## OBJECTS

3. The Objects<sup>3</sup> of the PPG include:
  - 3.1. To support and build a two-way relationship between patients and GMP.
  - 3.2. To advise on the development and continual improvement of GMP to ensure the provision of effective services to meet the needs of its patients.
  - 3.3. To advise on the patient impact of services provided by GMP.
  - 3.4. To seek out and listen to the views of patients and their carers, especially those individuals and groups whose voices are not usually heard.
  - 3.5. To review with GMP patient feedback about the services provided by GMP, with a view to agreeing improvements (if any) which are to be made to those services.
4. The PPG is not for resolving individual patients' specific problems.

## MEMBERSHIP

5. Membership shall be open and free to all patients who are registered with GMP.
6. Membership of the PPG should be representative of overall patient population of GMP.
7. Patients may notify GMP that they no longer wish to be a Member or receive any PPG related information or correspondence.
8. GMP will make PPG Membership information and notifications available to all patients.
9. Communication from GMP to PPG Members will be via email, unless otherwise agreed with GMP.

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<sup>1</sup> The Granta Medical Practices have six GP Surgeries with a combined patient population of 58,000 (May 2025), with surgeries located at Sawston, Linton, Great Shelford, Barley, Royston – Market Hill and, Royston – Health Centre.

<sup>2</sup> The NHS General Medical Service (GMS) Contract sets out the requirement for the Practice to set up and maintain a PPG.

<sup>3</sup> The Objects are based on requirements set out in Part 5 of the NHS GMS Contract 2015/2016.

## **General Meetings**

10. There should be four General Meetings each year, including the Annual General Meeting.
11. General Meetings will be chaired by the PPG Chair (or the Vice-Chair), who will ensure that the business of the meeting is carried out in a respectful, constructive and timely manner.
12. General Meetings will normally be held in person, with the additional facility for on-line “virtual” attendance where possible.
13. General Meeting locations will normally be rotated around the GMP Surgeries.
14. Twenty-one days’ notice of all General Meetings, with Agenda and arrangements for attendance, will be provided to all Members, and also be posted on GMP Patient areas (e.g. website, and in GP Surgeries).
15. Patient feedback on the services of GMP should be invited at General Meetings, particularly on current discussion topics with GMP.
16. For General Meetings to be quorate, there shall be a minimum of 10 PPG members present.
17. The Secretary will take brief minutes of General Meetings, and including attendance, meeting topics, and decisions made.
18. The Committee will liaise with GMP to facilitate posting on the GMP website of all General Meeting notices, agendas and minutes, so that patients can easily access any of these documents by date or document type (i.e. agenda, minutes, nomination form etc).

## **Annual General Meetings**

19. The AGM will normally be held in May.
20. The Annual General Meeting (AGM) should include a report from the Committee of PPG work during the last Year (April to March), and a summary of anticipated future projects.
21. Invitations for nomination of Committee Members and Officers should be included with the AGM calling notice (see clause 14).
22. Elections for vacant Committee and Officers positions shall be held at the AGM.

## **Election of Officers and Committee**

23. Elections will be held at the AGM.
24. The Committee is responsible for managing the affairs of the PPG and for taking action on the PPG’s behalf to pursue its purpose and objects as provided in this Constitution.
25. The Committee shall consist of twelve members. The first Committee meeting after the AGM will appoint the three Officers (Chair, Vice-Chair and Secretary) from among the elected Committee Members.
26. Where possible the Committee should be representative of the patient population.
27. All elected (and any co-opted) members of the Committee must be a member of the PPG and be a registered patient of GMP.
28. The call for Committee nominations will be included in the AGM notice and papers to all PPG members, and also be available to all patients. The call for nominations should also identify any specific group of the patient population that

may be needed within the Committee to make it more representative of the patient population.

29. Committee nominations should include contact details, a short summary (up to 250 words) outlining the patient viewpoints(s) that the nomination could represent on the Committee. Where possible supported by 2 other GMP patients.

30. If more nominations are received than there are vacancies, then a vote must take place.

31. Committee Members and Officers are elected for a 2-year term, but may be eligible for re-election.

32. Normally the Chair may serve for a total of up to 6 years (i.e. three 2-year terms) and other Officers or Committee members may serve for a total of up to 4 years (i.e. two 2-year terms).

33. Where required, the Chair has a casting vote at all meetings.

34. The committee may co-opt up to 4 additional committee members during the year.

35. The term of a Co-opted member ends at the next AGM.

### **Committee Meetings**

36. Committee meetings will normally be held in person. Additional facilities may be used for remote attendance (e.g. by phone or video call).

37. GMP may send a representative(s) to attend Committee meetings, or part of such meetings, by arrangement with the PPG.

38. Committee meetings should be held at least 4 times a year to report progress of current PPG projects against its plan, and to consider future projects.

39. Project planning should include project timescale and identify which Committee member(s) are leading that project.

40. Minutes should be taken and circulated.

41. Committee meetings are quorate if there are four members present.

### **Extraordinary General Meetings**

42. An Extraordinary General Meeting (EGM), may be convened at any time, if there are urgent matters that would otherwise be discussed and agreed at the AGM.

### **FINANCE**

43. The PPG does not raise or hold funds. Reasonable and prior approved PPG expenses may be requested from GMP. These may include affiliation membership fees to charities such as the National Association of Patient Participation (NAPP).

### **ACCESS TO THE CONSTITUTION**

44. This constitution shall be available on the GMP website. Any member shall be provided with a copy on request from GMP.

### **ALTERATION TO THE CONSTITUTION**

45. This constitution may be amended by a resolution passed at an AGM or EGM of the PPG by a two-thirds majority of the members present and voting. Notice of the changes shall be provided with the meeting calling notice.