

**Eastham Group Practice**  
**Patient Forum**  
**Constitution**

1. Title

“Eastham Group Practice Patient Forum”

2. Mission Statement

Co-operation between the Practice Patient Population and the **Practice[, PCT and Secondary Care]** to bring about tangible improvement to the benefit of all

3. Objectives

- Represent the Practice Patient Population with the Practice[, **PCT, Secondary Care?**] and relevant community groups and organisations
- Network with other Patient Forums and Patient Participation Groups to share Best Practice
- Initiate and maintain an active dialogue between the Patient Forum and the Practice Patient Population e.g. via notice boards, suggestion boxes, open discussion groups etc
- Contribute to improvement in health service provision by providing constructive feedback to the Practice[, **PCT and Secondary Care?**] on current and proposed new procedures and initiatives
- Communicate to the Practice Patient Population the responses of the Practice[, **PCT and Secondary Care?**] to Patient Forum feedback
- Take action to help improve the health of the Practice Patient Population, for example via initiatives to increase Patient Population engagement with health education, training and promotion to increase self-care
- Take action to link the Patient Population and Practice with community groups and other organisations that can improve their overall health (physical mental and social)
- Evaluate and review the effectiveness of the Patient Forum not less than once a year

4. Membership

- Open to patients of the Practice aged [**14, 16, 18?**] and above. **I think may be 14 is a bit young**
- Forum Members to be unpaid by the Practice i.e. volunteers
- A maximum of twelve members, including the four Officers i.e. Chairman, Vice-Chairman, Secretary, Treasurer
- Patients to be invited to volunteer as Forum members at least once a year
- The Officers to select new members from amongst volunteers with the aim that the Forum composition should mirror, and therefore be as representative as possible of, the Practice Patient Population (Practice to provide stats on Patient Types as a basis for this)

- Where key Patient types are not represented amongst the Forum volunteers, the Practice will assist the Forum by identifying and inviting individuals from those Patient types. (For Data Protection reasons, contact details of suitable patients cannot be passed to the Forum to make the invitations).
- The Forum may co-opt others, for specific tasks, as the need arises. The co-optees will not have voting rights
- Officers will be proposed and seconded, or in the event of competition, elected, for one year, at the Annual General Meeting
- The maximum term of continuous office in any Officer role is three years.
- One third of the Patient Forum will retire at each AGM, and not be eligible to stand again for one year. **May be extend this to 2 years for now whilst we are finding our feet. We could then revert to yearly.**
- There should be at least one clinical and one management representative of the Practice at each meeting
- The Practice will nominate its representatives, who will attend the meeting in an advisory capacity and without voting rights
- Should the nominated Practice representatives be unable to attend they should make arrangements for another suitable Practice member to attend in their stead
- The day-to-day management of the Forum shall be conducted by the Officers, namely Chairman, Vice-Chairman, Secretary and Treasurer. Action taken on this basis shall be reported to the next meeting of the full Committee if not before via email.

## 5. Meetings

- Each calendar year within three months of its financial year the Annual General Meeting shall be held
- A minimum of twenty-one days' notice of meetings shall be given
- At least 7 days before a meeting, the agenda and relevant papers to be distributed to all Forum Members
- In the event that papers needing to be read exceeding 10 x A4 pages, hard copy to be provided to Forum Members by the Practice
- All Forum Members present at meetings shall be entitled to one vote
- The Forum is to meet every two months. This to be reviewed and amended by vote based on business need
- The Forum may appoint subcommittees and delegate relevant powers to them
- The quorum of the Forum shall be five full members, including two elected officers
- Members unable to attend three consecutive meetings **will be invited to** step down from the Patient Forum
- If both the Chairman and Vice-Chairman are absent from any meeting of the Committee, those members present shall nominate another member to act as Chairman for that meeting
- Unless otherwise provided herein, all matters shall be determined by a majority of those present. In the event of a tied vote the Chairman shall have a second or casting vote
- Minutes shall be kept of the proceedings of all meetings

- Minutes shall be circulated via email within 14 days of a meeting
- Minutes shall be amended, agreed and the final version circulated by email within 21 days of a meeting
- Within 21 days of a meeting a hard copy of minutes shall be posted to a Practice notice board for sight of all Practice patients

## 6. Finance

- The financial year shall be run from [1st July to 30th June?]
- Funds shall be kept in a bank or building society account in the name of Eastham Group Practice Patients Forum
- The account shall be administered by the Treasurer
- Expenses above [£20?] must be authorised by 2 Officers independent of the request and an email audit trail of request and approval be maintained
- Only receipted expenses will be reimbursed
- Best value will be sought
- Signatures on cheques shall be two of the Officers. One signatory shall be either the Chairman or Secretary
- Proper accounting records shall be kept and all monies accounted for
- The annual accounts shall be presented at the AGM and will be subject to an independent audit
- Funding applications will be approved by the Forum in advance of submission
- The Practice will provide a meeting room and basic refreshments for Forum meetings free of charge

## 7. Alterations to this constitution

This Constitution may be altered by a resolution passed at a meeting by a majority of at least two thirds of the Forum Members, 21 days' notice having been given of the proposed alteration.

## 8. The role of Forum Members at Forum Meetings

The role of Forum Members at a Forum Meeting is to represent their part of the Patient Population in assisting the improvement of the Practice[, PCT and Secondary Care?] and not to use their role to resolve their individual complaints and/or single issues

## 9. Patient Forum Member Code Of Conduct

**Have the right to be heard**  
**Should speak through the chair**  
**Silence will indicate approval**  
**Should not hold conversations during a meeting**  
**Should advise the secretary 1 week prior to a meeting any items they wish to be added to AOB on the Agenda**

TBC after consultation with Members