

# **THE WELTON FAMILY HEALTH CENTRE PATIENT PARTICIPATION GROUP CONSTITUTION**

## **1. NAME OF ORGANISATION**

The name of the organisation shall be the Welton and District Patients' and Doctors' Association, hereafter referred to as the PDA.

## **2. AIMS**

The aims of the PDA shall be to promote communication, liaison and mutual support between patients and staff of Welton Family Health Centre, hereafter referred to as WFHC.

The three core functions of the PDA are to:

- Fundraise for the benefit of WFHC patients.
- Organise and operate a Volunteer Transport Scheme to provide transport for WFHC patients who would otherwise experience difficulty in attending medical appointments.
- Act as a Patient Participation Group in an advocacy capacity providing a "critical friend" to GPs and clinical staff. The PDA should promote liaison and support with other healthcare providers and groups such as the National Association for Patient Participation (NAPP) to promulgate good practice.

The PDA is a "not for profit" organisation, with all funds raised for the benefit of patients.

## **3. MEMBERSHIP**

All patients aged 18 or over registered at the WFHC and all staff aged 18 and over employed by the WFHC, or any clinic under its total control, shall be considered to be members of the PDA. William Farr School will be asked to nominate two pupils to represent "young people" who will be members of The Patient Participation Liaison subcommittee. Such nominees will be aged 16 or over and be registered patients of the practice. The Health Centre will

nominate a Liaison Officer who will be an ex-officio member of the Executive Committee.

#### **4. MANAGEMENT**

An Executive Committee will perform the following duties:

- a. Be responsible for the general management of the PDA including implementation of the aims, appropriate use of funds and control of finances.
- b. Publicise the PDA activities including reports at each Annual General Meeting (AGM).
- c. Appoint subcommittees with the appropriate delegated authority to meet the aims and manage the day-to-day activities of the PDA.
- d. Receive and approve accounts which have been audited or inspected by an independent examiner at each AGM.

The Executive Committee is elected by the members of the PDA at the AGM and shall comprise the following:

**Chairperson** who will set the agenda and chair meetings and represent the PDA in accordance with the Committee's wishes.

**Vice Chairperson** who will fulfil the role of the Chairperson in his/her absence.

**Secretary** who will prepare the agenda in consultation with the chairperson, record & distribute the Minutes of meetings, record votes and keep the Committee informed.

**Treasurer** who will keep the Accounts and give reports at Executive Committee meetings and the AGM.

**Transport Coordinator** who will coordinate the Volunteer Driving Scheme and associated accounts and represent the scheme at external meetings.

**Fundraising Coordinator** who will coordinate fundraising activities.

There will be up to 6 Committee Members in addition to the named appointments.

## **5. QUORUM**

A quorum shall comprise 7 members at any Executive Committee meeting.

## **6. CASTING VOTE**

Except where stated otherwise, decisions may be made by a simple majority vote of the Executive Committee members present at any meeting. Where any vote results in a tie, the Chairperson will have the casting vote in addition to their regular vote, and shall exercise it to maintain the status quo.

## **7. TERM OF OFFICE**

Members of the Executive Committee shall be elected at the AGM and shall serve to the following AGM at which time, if they are willing, they may be nominated or volunteer for re-election. Any member may resign by giving written notice to the Secretary or Chairperson. Notwithstanding the above, the Executive Committee shall have the power to remove any person from office on the Executive Committee, or membership of the association, for what is considered by the Committee to be a good and sufficient reason e.g. not fulfilling the duties of their role. The removal of a member will require the approval and positive consent of a two-thirds majority of the full Executive Committee. The removed member will have the right of appeal in accordance with the appeals procedure. The appeals panel shall be chaired by an independent person and its' decision shall be final.

The Executive Committee may co-opt a member to fulfil any vacancy, who shall remain a committee member until the next AGM, following which they may be re-elected.

## **8. ADDITIONAL COMMITTEES (SUBCOMMITTEES)**

The Executive Committee may from time-to-time set up such subcommittees as are required. Each subcommittee shall comprise a chairperson who must be a member of the Executive Committee and co-opt sufficient PDA members as required to conduct their business.

The following core subcommittees are considered the minimum required:

**Volunteer Transport Scheme** will include the scheme coordinator as Chairperson and volunteer driver representation.

**Fund Raising** will include the fundraising coordinator as Chairperson.

**Patient Participation Liaison** will include an Executive Committee member as Chairperson, young persons' representation from William Farr School and Health Centre representation, preferably a member of clinical staff.

## **9. MEETINGS**

Meetings of the Executive Committee will usually be held on the first Thursday in the month and meet a minimum of 6 times per year, such meetings being timed to suit the business of the Committee. One of these meetings shall be the AGM, which shall be held in the month of October each year. Meetings of the subcommittees shall be held as and when deemed necessary and the Chairpersons will submit a report at the next Executive Committee meeting together with any observations or recommendations from the subcommittee.

The Chairperson may convene additional meetings as required.

## **10. USE OF FUNDS, FINANCIAL CONTROL & AUDIT**

Funds received from various activities, donations, legacies etc. shall be used to meet the expenses of the PDA including Volunteer Drivers' expenses, and to provide donations to the Welton Family Health Centre. Such donations shall be used for the benefit, care and comfort of patients and include with the agreement of the Executive Committee the purchase, routine maintenance & repair of equipment, the purchase of information & financial support for the PDA to carry out its duties including the education and training of members.

A bank account shall be maintained in the name of Welton & District Patients' & Doctors' Association managed by the Treasurer with approved signatories for withdrawals being any two from the approved signatories list.

A bank account shall be maintained in the name of the Welton & District Patients' & Doctors' Association Transport Scheme managed by the scheme coordinator with approved signatories for withdrawals. On-line banking facilities for both accounts can be utilised by the Treasurer and Transport scheme coordinator as required. The Treasurer & Transport scheme coordinator will present the respective accounts at each executive committee meeting. The executive committee shall appoint a suitable auditor or independent examiner who will audit or independently examine the accounts as at the 31st August each year and the report will be presented to the AGM.

The executive committee may vote to support political activities as it sees fit, in an amount up to 1% of the PDAs income in any one financial year. The approval of such political expenditure requires the unanimous approval and positive consent of every member of the Executive Committee.

## **11. DISSOLUTION**

In the event that the PDA is dissolved, all reasonable efforts will be made to utilise funds as detailed in paragraph 10. However, should any funds remain thereafter these will be donated to a charity selected by the Executive Committee which will provide benefit to some or all of the patients registered with the Welton Family Health Centre.

## **12. CONSTITUTION CHANGES**

This constitution may be revised or altered by a two-thirds majority present at any Executive Committee Meeting of the PDA providing that four weeks notice of such revision has been given, in writing, to the Executive Committee members.

Raised October 2003, Revised May 2016, Revised March 2019.