**Northgate Patient Group**

**Constitution**

1. The name of the group shall be called Northgate Practice Patient Representative Group (NPPRG)
2. The group will be open to registered patients of the Northgate Practice.
3. A register of members should be kept (circulation list) New members will be to bring a new perspective to the meetings.
4. The group will hold an Annual General Meeting in September.
5. A Chairman, Deputy Chairman, and a Secretary / Note taker will be elected
   1. annually at the AGM.
6. The Chairman will chair meetings of the group with the Deputy Chairman acting in
   1. the absence of the Chairman
7. Members of the Practice - Admin/Medical/ Nursing should be invited to attend
   1. meetings on a regular basis to offer their perspective on issues but should not hold
   2. office within the group
8. The group will meet quarterly at a date and time to be agreed and published in
   1. advance.
9. Notes will be kept of the business of meetings and circulated for information.
10. A quorum of the group will consist of the Chairman or Deputy Chairman and **Four**
    1. members
11. The group may appoint sub groups to look at specific issues. Such Sub groups will
    1. report to the main group at the conclusion of their deliberations.
12. The Practice be requested to provide any information of a non confidential nature to
    1. assist the group.
13. This Constitution, and associated ‘Terms of Reference, can only be altered at
    1. a meeting provided formal notice is given to all members

<https://d.docs.live.net/94656924415bf8a3/Documents/NPPG%202017/Constitution%20Sept%202019.doc>.

Reviewed September 2019