

Friends of Langport Surgery (FoLS) Constitution (2/11/18)

1 The Langport Surgery Patient Participation Group (PPG) shall be known as Friends of Langport Surgery (FoLS). FoLS is a member of the national association of patient participation groups, and is a member of the Somerset PPG Chairs' Network.

2 The aims of FoLS are :

- to give Practice staff and patients the opportunity to discuss topics of mutual interest.
- to provide the means for patients to make suggestions about the Practice and their healthcare.
- to encourage patient health education.
- to develop self-help projects to meet the needs of fellow-patients
- to act as a representative group that can be called on to influence the local provision of health and social care

3 The objectives of FoLS are to provide:

- feedback from patients re appointments, consultation times, need for noticeboards and proposed local and national changes
- health promotion days or evening sessions, such as diabetes, first aid training etc. for patients and the wider community
- voluntary activities such as providing transport, delivering medication, establishing carers' groups
- fund-raising for additional facilities and equipment. Currently a monthly draw for the Lucky Numbers Club contributes to regular fund-raising in addition to special events
- information by way of newsletters, and practice leaflets

4 Membership of FoLS is open only to patients of Langport Surgery. Any non-patient attending does so as a guest, invited through the Chair. We hope that meetings will be attended by the Practice Manager or her delegate, and relevant Healthcare Professionals as permanent guests of the group.

- 5 The group is open to all patients.
- 6 Potential new full members may volunteer themselves, be recommended by an existing member, or be recommended by someone else. Their name and details will be retained by the secretary. Membership will be considered according to demographic needs.
- 7 AGM and Financial Year: The financial year to run from January to December, with the AGM within 3 months of the end of the financial year. Any patient of the Practice shall be entitled to attend the AGM. The date of this meeting shall be advertised in the Practice no fewer than 14 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report and accounts from the PPG; of appointing PPG members; of making recommendations to the PPG and when necessary voting on proposals to amend this constitution.
- 8 The group will elect a Chair, Vice Chair, Treasurer and a Secretary. The Secretary will distribute the Agenda to all members, and Permanent Guests. He/she will also take minutes and distribute them to the same recipients. The minutes will be made available to any patients on request. The secretary will provide the surgery website with the minutes once signed off.
- 9 It is hoped that the use of social media will widen the demographic of those who are able to participate in FoLS.

The interim constitution was discussed and agreed at the FoLS meeting on 15.06.18 and approved at the AGM on 2/11/18 with an amendment to the financial year dates