

# **Patient Network Group (PNG) Constitution – July 2025**

## **1. Name**

The name of the group shall be the Patient Network Group, hereafter referred to as "the PNG."

## **2. Purpose and Objectives**

The PNG aims to:

- 2.1. Provide a platform for patients to communicate and engage with the practice to improve healthcare services.
- 2.2. Promote patient participation in healthcare decisions and practice improvements.
- 2.3. Support the practice in delivering health promotion initiatives and community well-being activities.
- 2.4. Encourage and support volunteers to provide weekly community activities that promote physical and mental well-being to the wider community.
- 2.5. Act as a liaison between patients and the practice, ensuring patient feedback is acknowledged and considered.

## **3. Membership**

- 3.1. Membership is open to all registered patients of Dukinfield Medical Practice.
- 3.2. The PNG will include a diverse range of members, ensuring representation across age, gender, ethnicity, and other demographics.
- 3.3. The volunteers will be responsible for organising and leading community activities, overseen by the management committee.
- 3.4. Members must participate actively and respectfully, abiding by the group's values and principles.

## **4. Structure and Governance**

- 4.1. The PNG shall elect a Chair, Vice-Chair, Secretary, and Treasurer annually.
- 4.2. The committee shall consist of a minimum of 6 and a maximum of 12 members.
- 4.3. The committee shall meet at least quarterly, with additional meetings as required.
- 4.4. Decisions shall be made by a majority vote, with the Chair holding the casting vote if necessary.

## **5. Roles and Responsibilities**

- 5.1. **Chair** – To oversee meetings, ensure the group's aims and objectives are met, and liaise with the Practice.
- 5.2. **Vice-Chair** – To support the Chair and assume responsibilities in their absence.
- 5.3. **Secretary** – To maintain records, take minutes, and handle correspondence.
- 5.4. **Treasurer** – To manage any funds and report on financial matters.
- 5.5. **Volunteers** – To support, develop and deliver weekly activities, encourage participation, and support community well-being.

## **6. Meetings and Decision-Making**

- 6.1. Meetings shall be held at least four times a year, with additional meetings arranged

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as necessary.

6.2. A quorum of 6 members must be present for decisions to be made.

6.3. Meeting minutes will be recorded and made available, published on

<https://dukinfieldmedicalpractice.co.uk/png-admin/>

6.4. An Annual General Meeting (AGM) shall be held each year to review progress, elect officers, and set priorities.

### **7. Activities**

7.1. Volunteers shall organise and run activities, inline with planned priorities such as exercise classes, health education sessions, social support groups, and wellness programmes.

7.2. Activities should align with the practice's health priorities and be accessible to all.

7.3. Volunteers will work closely with the PNG and practice staff to coordinate events.

7.4. Any concerns regarding activities shall be discussed within the PNG for resolution.

### **8. Code of Conduct**

8.1. All members shall conduct themselves with respect, integrity, and inclusivity.

8.2. Discussions should remain confidential where appropriate.

8.3. Discrimination, harassment, or inappropriate behaviour will not be tolerated and may result in dismissal from the group.

8.4. All members and volunteers will undergo an induction, sign a confidentiality agreement and where necessary undergo a DBS check.

### **9. Finance and Funding**

9.1. The PNG Will hold its own bank account. Money must be held in the PNG's bank account. All out going transaction must be authorised by two designated signatories.

9.2. Money must only be used for helping to achieve the aims of the PNG

9.3. The PNG may seek funding through grants, donations, or fundraising activities.

9.4. The Treasurer shall maintain accurate financial records and report at meetings. Including trial balance at the AGM. These will be audited annually.

9.5. Any expenditure must be agreed upon by the committee before being made.

### **10. Amendments to the Constitution**

10.1. Any amendments must be proposed and seconded by PNG members.

10.2. Changes must be approved by a majority vote at a PNG meeting.

### **11. Dissolution**

11.1. The PNG may be dissolved by a two-thirds majority vote at a meeting.

11.2. Any remaining funds shall be donated to a local health-related charity or used to support community health initiatives.

This constitution was adopted on 14/04/2025 and will be reviewed annually.

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### **Chair Person**

Name            Marion

Date            01/07/2025

### **Vice Chairperson**

Name            Julie

Date            01/07/2025

### **Secretary**

Name            Sheila

Date            01/07/2025

### **Treasurer**

Name            Joyce

Date            01/07/2025