

South Reading Patient Voice Aims, Objectives and Constitution.
As of 30th November 2016

Aims

To promote the highest possible standard of health care for all the members of our community through the medium of patient participation.

Objective

To provide opportunities for members of the community to relay to the South Reading NHS Clinical Commissioning Group their collective health needs and experiences to suggest and influence developments that will improve health and well being, to review health care provision for the South Reading community and to review and comment on any new/amended services being planned by both the Local and National Health Authorities.

Powers

Such powers as may be necessary to fulfill the aim and objective, look at and monitor services and pathways, to relay the collective health needs / concerns / thoughts of the wider community to the appropriate authorities.

To participate according to the decisions of the act in the decisions of the South Reading NHS Clinical Commissioning Group

Name

The group shall be known as the South Reading Patient Voice.

Membership

- (1) The business of the South Reading Patient Voice (SRPV) of the South Reading NHS Clinical Commissioning Group shall be conducted and managed by the members of the Group who may exercise all such powers of the SRPV as detailed in this document. A meeting of the SRPV shall be quorate if composed of the Chair or Vice-chair (or failing those a meeting chair elected by the meeting) and not less than 4 other persons personally present. No

business shall be conducted unless reasonable efforts have been made to notify all members concerning the meeting at least two days before. If within half an hour from the time appointed for a meeting a quorum is not present the meeting shall be dissolved. No person shall be a member of the SRPV who is not a member of the South Reading community.

- (2) There shall be an elected chair to chair the meetings, serving a twelve-month term of office. Elections will be held **during** normal business of a meeting and those elected take office immediately.
- (3) There shall be elected officers to assist the chair in carrying on the business of the SRPV between meetings. These shall include **one or more vice-chairs**, a membership officer, and an information officer. A treasurer may be elected if and when required. The chair and officers shall report to the next available meeting on all business transacted since the last meeting. The SRPV may meet together for the dispatch of business, adjourn and otherwise regulate their meetings, as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall have a second or casting vote. At least ten meetings of the SRPV shall be held in each calendar year.
- (4) There shall be an Advisory Committee drawn from the members by self-nomination to support the Officers in their task of arranging the activities of the group. Members of the Advisory Committee shall be informed and consulted as to the actions of the Officers either through informal meetings or through remote communication as far as possible. All decisions taken by the Advisory Committee shall be put to the next meeting for ratification or rejection. Members can nominate themselves to the Advisory Committee or resign from it at any time by communicating in writing (including email or text message) with the Information Officer.
- (5) **The constitution should be reviewed within two years of last review.**