

Mission and Constitution of the Reading Patient Voice Group

Formerly known as the South Reading Patient Voice

In this document referred to as the Group.

Mission

To promote a high standard of health [and social care] for all the members of our community through patient participation and engagement.

Aims

To achieve and maintain a credible standing with those responsible for health[and social care] provision, regulators and influencers.

To inform, research and pass on public and patient views, experiences and ideas to those responsible for health[and social care] provision, regulators and influencers.

Scope

{Social care and t}[T]he wider social determinants of health are in scope in so far as they bear on health [and social care].

All patients that are registered at surgeries within the Borough of Reading.

All residents that are living within the Borough of Reading.

All providers that are offering health services to the above patients and residents including but not limited to Primary Care, Community Care, Secondary Care, Mental Health Care, Dentistry, Pharmacy, Optometry, Audiology and Public Health[and Social Care].

Membership

1. Membership is open to residents of the Borough of Reading and those registered with GP surgeries within the Borough of Reading. Membership is also open to carers of residents who meet the above criteria .
2. Others may be admitted as guest members.
3. Individuals may be excluded from membership by decision of the Group.
4. There shall be no charge for membership+

5. Membership shall be by application and may be relinquished by application.
6. Members shall be required to provide the Membership Officer with their name and email address.
7. Members must be at least 18 years of age.

Officers

The business of the Group shall be carried on by officers as follows:

Chair: responsible for the conduct of meetings and the AGM Chair's Annual Report
The Group may decide to have more than one Chair at a time.

Treasurer: responsible for all financial matters and the submission of a financial report at the AGM

Membership Officer: responsible for maintaining a list of current members

Information Officer: responsible for communications to or from the Group and for arrangements for meetings in coordination with the Chair(s).

Data Officer: responsible for the timely extraction and suitable presentation of relevant data from public databases.

1. Officers may be elected to vacant offices at an ordinary meeting or at an AGM. All officers' terms will end at an AGM, but they may stand for re-election at the same meeting. Officers' terms start as soon as they are elected and end on their resignation or at the next AGM.
2. The Officers shall report their non-routine actions to the next Group meeting
3. There shall be an Advisory Group of up to 10 interested Members to advise the Officers on any matters arising.

4.

Meetings

1. Meetings shall be allowed to take decisions on behalf of the Group and they shall be advertised to the membership by email at least 5 days in advance.. There must be at least 5 members present. The meeting arrangements shall be reasonably convenient for Members.
2. Meetings shall be kept to order by a Chair. If no Group Chair is present the meeting must elect a temporary chair from amongst the Members present.
3. Meetings may be in-person, online or hybrid. Hybrid meetings are to be preferred as they give the best opportunity for attendance by the membership.
4. There shall be an Annual General Meeting (AGM) once a year towards the end of the calendar year, at which the officers must give their reports.
5. Meetings shall take decisions by achieving a simple majority of those voting by show of hands or by secret ballot at the discretion of the Chair.

Election of Officers

Nominations shall be made to the Information Officer verbally, in writing or by e-mail. Nominees shall confirm to the Information Officer verbally, in writing or by e-mail, a willingness to serve in the office to which they are nominated. Members may nominate themselves.

If more than one candidate is proposed for an Officer position an election shall be held by a show of hands. If there is no clear majority the Chairman shall have an additional casting vote. Proxy votes shall be allowed if written or email consent is provided to the meeting beforehand.

Review

This Constitution should be reviewed about every 2 years.

November 2023