



## **SUMMERHILL PATIENT FOCUS GROUP**

### **DEFINITION**

The Patient Focus Group is a group of volunteer patients who are involved in making sure the surgery provides the services its patients need.

### **THE MAIN PURPOSE OF THE GROUP IS:**

1. To foster and develop a unique relationship between the Surgery and the Patient Focus Group, in order to gain a better understanding of the needs and the requirements of our Practice population both clinically and administratively.
2. To ensure the Practice recognise and act upon any short-comings that exist within the Practice.
3. To actively involve patients in the decision making process, which will lead to changes and improvements within the Practice.
4. To ensure the wider Practice population is kept informed of the group's meeting and any action undertaken.

### **PATIENT FOCUS GROUP MEMBERS**

1. Membership shall be open to any patient of the Practice currently registered with Summerhill Surgery.
2. Removal of a patient from the Practice list, for whatever reason, will disqualify continuing membership of the Group.
3. Members will be given a introduction pack containing:
  - Patient Focus Group Aims & Constitution
  - Membership form – face to face
  - Membership form – virtual only

## MEETINGS

1. Quarterly meetings to be held at St Mark's Church, Pysons Road, Ramsgate.
2. Members to be informed either by e-mail or letter 2 weeks in advance of the meeting with a proposed agenda enclosed.
3. If the need arises for a 'Special Meeting' the Members shall have not less than seven days notice of such a meeting.

## CHAIRPERSON & VOTING

1. In the first instance the Practice staff will Chair the first meeting where the formal chairperson will be elected.
2. Each member will have one vote and all matters shall be determined by the majority of those present. In the event of a tied vote the Chairman shall have a second or casting vote.
3. One third of members shall form a quorum at meetings.
4. Virtual Supporters of the group will not be able to vote but will be consulted about particular issues and the results/reactions will be relayed back to the Members.
5. Summerhill shall be represented at the meetings by no more than one member of the Medical Team and by one member of the Management Team.

## MINUTES

1. In the first instance the Practice staff will minute the first meeting where the formal Secretary will be elected.
2. Minutes shall be kept and the Secretary shall enter true and accurate record of all proceedings and resolutions. These minutes will be approved by the group and signed off by the Chair.
3. A copy of the most recent notes will be displayed on the Public Notice Board in the Practice and all minutes will be available on the Website.
4. Any matters deemed confidential will be stated as such and these matters will not be included in the public minutes and should not be discussed outside of the meeting.

## FINANCE

1. The Treasurer will be nominated at the first meeting and shall keep accounts of the finances of the Group which shall be presented annually.

2. The Group will have its own Bank Account which will be in the name of the Group at a chosen bank or building society. All cheques must be signed by two of the four nominated account signatories. Reasonable out of pocket expenses on behalf of the group may be claimed by the member, but they must not be party to signing the cheque for such claimed expenses. Reasonable expenses will be defined by the group and may vary from time to time.
3. All monies raised by, or on behalf of the Group shall be applied to further the objects of the Group and for no other purpose. The accounts shall be audited once a year by an independent auditor who shall be appointed at the first meeting. An audited statement of accounts for the previous financial year shall be submitted by the Group annually.
4. The financial year shall run 1<sup>st</sup> January to 31<sup>st</sup> December.

#### STEPPING-DOWN OR DISCONTINUING MEMBERSHIP

1. If a member has been kind enough to volunteer for the role of Chairperson, Treasurer or Secretary the member can step-down at anytime. This information will be relayed to the other group members and another member will be elected in due course.
2. If a member no longer wishes to attend meetings and/or no longer wishes to receive e-mails from the group please inform the surgery in writing to that effect. The other members will then be informed at the next meeting.

#### DISSOLUTION

1. If the Group decides at any time that on any grounds it is necessary to dissolve it shall call a Special Meeting for that purpose. Such a decision will be either confirmed or not, as the case may be, by the simple majority of those present and voting at the meeting. If such a decision is confirmed by the simple majority of those present and voting at the meeting then the Group shall have the power to dispose of any assets held by the Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the patients of the Practice as the Group may decide and as may be approved by the relevant regulatory bodies.

#### ALTERATIONS TO THE CONSISTUTION

2. Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 14 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting in the Practice, on its Website and provided that permission has been given, emailed to patients. An alteration will require the approval of a majority vote of 'those in attendance' and who are eligible to vote at such a meeting, be it a special meeting called

expressly for the purpose of proposing to change the Constitution or be it at a general meeting.

3. In case of equality of votes the person chairing the meeting shall have a second or casting vote.

**This constitution was adopted as the Constitution of Summerhill Surgery Patient Focus Group at a meeting of the present Patients' Group at St Mark's Church, Pysons Road, Ramsgate, Kent on**

Miss Jackie Horne – Clinical Manager, Summerhill Surgery

1<sup>st</sup> Member of SSPFG

2<sup>nd</sup> Member of SSPFG

3<sup>rd</sup> Member of SSPFG