



**ROYAL COLLEGE OF GENERAL PRACTITIONERS (SCOTLAND)
SCOTTISH PATIENT FORUM**

TERMS OF REFERENCE

The Terms of Reference of the group shall be as follows:

TITLE

The group shall be known as the "Scottish Patient Forum".

PURPOSE

The Forum is established as a virtual reference group, with the purpose of communicating and representing to the College patient perspectives and experience when responding to and/or inputting into consultations and other exercises concerning College strategies and policies.

FUNCTION

The Forum is responsible for:

- Developing ideas and leading activities that encourage GPs to work effectively in partnership with patients and public.
- Influencing and responding to activity in Scotland that impacts on the quality of patient care.
- Providing a patient perspective to the work of RCGP Scotland; this is not a single-issue forum.
- Developing a Scotland-specific point of view on areas of interest, which shall inform the contributions of the Chair at the Patient and Carers Partnership Group.

MEMBERSHIP AND PROCEEDINGS

- Membership of the group is open to patients who are not, and have never been, general medical practitioners.
- The Forum shall be led by a Chair. The Chair shall be appointed by RCGP Scotland, subject to ratification by RCGP Scottish Council. RCGP Scotland also reserves the right to appoint a Deputy Chair, should the organisation and the Chair feel that this would be beneficial.
- The group will take the form of a virtual reference group, with communications via email, Microsoft Teams, or by an alternative digital means deemed suitable by RCGP Scotland.
- RCGP Scotland and the Chair may, as and when required, organise workshops or similar events for members of the group and invite others who have a particular interest or knowledge in any specific work.
- The membership list will be maintained and reviewed by RCGP Scotland, in collaboration with the Chair of the Forum, on a regular basis.

Royal College of General Practitioners (Scotland)

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Patron HRH The Duke of Edinburgh | Registered Charity Number: 223106 | Scottish Charity Number: SC040430

- The minimum number of members shall be 10. There shall be no maximum number of members.
- RCGP Scotland and the Forum Chair may run recruitment drives to increase or replenish membership of the Forum as and when required. The means of recruiting members will be decided jointly by RCGP Scotland and the Forum Chair.
- RCGP Scotland and the Forum Chair also reserve the right to remove individuals from membership. This right will not be unreasonably used.
- In the case of incompliance with the Forum's Code of Conduct and/or Acceptable Use of Policy, the membership of the individual in question will be revoked.
- In line with the College's policies around equality, diversity and inclusion (EDI), members will be asked to complete an EDI monitoring form. This form will be anonymous and will not be used for any other purpose than monitoring.
- Members may leave the group at any stage by emailing ScottishC@rcgp.org.uk.

TERMS OF MEMBERSHIP

Members of the Forum will be expected to remain in post for a maximum of three years, unless this is extended in exceptional circumstances by RCGP Scotland in collaboration with the Forum Chair.

OFFICERS

RCGP Scotland shall appoint a Chair to serve a three-year term, which may be renewed and extended. The role of the Chair is to represent the patient voice within the workings of RCGP Scotland and to represent the views of the virtual reference group. This appointment shall be subject to ratification by RCGP Scottish Council.

RCGP Scotland additionally reserves the right to appoint a Deputy Chair to assist the Chair in their work. The Deputy Chair would also serve a three-year term, with the option of being renewed or extended.

REPORTING

The Forum Chair shall be an Observer of Scottish Council *ex officio*. The Chair shall update Scottish Council on its business on a regular basis, either in writing or via a verbal update. Should a Deputy Chair be appointed, they may deputise for the Chair on Scottish Council as and when required. In the event of neither being able to attend, the Chair may appoint a deputy from the Forum to attend in their place.

Scottish Patient Forum Terms of Reference	
Created	May 2021
Ratified by Scottish Council	June 2021
Due for review	May 2024