



## **Standing Order for REFOCUS Meetings**

The purpose of these standing orders is to ensure and encourage orderly and effective conduct of meetings to maximise the output from the limited number of meetings and sub meetings that take place per year.

These standing orders shall be applicable to all REFOCUS meetings including sub-group meetings where a chaired discussion takes place.

An individual's health should always be considered as a priority, and participation in College activities should always be secondary to each individual's physical and/or mental health. Individuals who are unwell should not be penalised in any way because they are unable to attend meetings.

### **Quorum**

- A quorum is required for the committee to make significant decisions. The quorum requires there be at least more than 50% (50% plus 1) carers/services users than psychiatrists.
- If the quorum is not met on the day within an hour of the start time of the scheduled meeting the meeting will be not cancelled and present committee members are encouraged to use the time to explore discussions relevant to the committee.

### **Voting**

- Each member of REFOCUS present at a meeting has a voting right. Votes can be by a show of hands or secret ballot. If members cannot attend a meeting and a vote to be taken is known in advance then members can inform the Joint Chairs of their vote in writing by email or post via the EAP team in the College.
- The Service User/Carer co-chair shall have the final deciding vote.
- CPsychI EAP team members are excluded from committee voting.

### **Conduct**

- Procedures and rules are to be respected and adhered to by all members.
- The Standing Orders are to be agreed by members and reviewed on an annual basis.
- Contributions in meetings should be pertinent to the issue under discussion.
- All individuals on REFOCUS are representing their own individual views, even if they have been nominated by an organisation.
- Individual Forum members must abide by these Standing Orders and accept that if their behaviour is not appropriate they may be asked to withdraw from the Forum.
- Members should respect each member's point of view.
- Confidentiality should be respected at all times. REFOCUS business is shared with formal papers & reports. Any sensitive or other information will only be shared externally by consensus of the group.
- REFOCUS members presenting/corresponding outside the group as a REFOCUS member will state clearly they are doing so on behalf of REFOCUS. If presenting/ corresponding in a setting/forum where there is potential assumption that it is as a member of REFOCUS but it is not for REFOCUS then a member should state they represent their personal or another perspective.
- The group will be conscious of the stress on individuals within the FORUM and the potential for distress.
- In the event a FORUM member has become distressed the group shall break for 5 mins
- EAP team members will endeavour to ensure distressed members are supported by themselves or by other members during and after meetings.

## **Chairing**

- The Joint Chairs will adhere to the agenda and the time allocated to each agenda item.
- The Joint Chairs will not allow a non-agenda item to be discussed unless all members present agree to allow discussion in lieu of a pre agreed agenda item or in AOB.
- The Joint Chairs will chair the meeting and particular discussions by appointing a number to a member's turn to speak. No member shall speak again until all persons who wish to raise a point have done so and if there is time to include further points to be made.
- Members who wish to speak will raise their hand until the Co-Chair acknowledges their turn to speak.
- In the event of an absent Co-Chair, the committee can nominate a temporary Co-Chair for that meeting.
- All members must respect this system.

## **Agenda and minutes**

- Members will be contacted one month in advance inviting agenda items.
- The agenda will be prepared by the Joint Chairs in consultation with the EAP Director, EAP Manager and Communications Assistant.
- The agenda will be finalised by the Joint Chairs and then sent to REFOCUS committee members one week in advance. Additional items cannot be included on the meeting agenda thereafter.
- Minutes will be sent out within one month of the meeting to be reviewed at the following meeting. Any amendments to the minutes can be made at the start of the next meeting. Minutes will be sent to the College Management Committee and REFOCUS meetings /activity will be an agenda item of meetings of EAP committees. Some business may be conducted via email.
- Wherever possible, personal confidential information will be deleted from any circulated documentation as a result of a meeting.

## **Motions**

- A motion(s) must be nominated and seconded in advance of a meeting, at least 21 days in advance to the EAP REFOCUS coordinator (Communications Assistant) who will pass it to the Joint Chairs. The motion(s) must be emailed to all members at least 7 days before the meeting in which they will be voted on.
- Through the Joint Chairs it is important that everyone has an opportunity to air their views on the motion and have an input at each meeting if necessary. It is important that committee members listen to each other, speak clearly, follow the direction of the Chair, and respect individual viewpoints.

## **Order of Business Meeting**

Order of business will include items:

- Chairing and Standing Order policy
- Approval of minutes from previous meetings
- Updates from upcoming or previous conferences/events/ meetings
- Updates on papers
- Training