**Aims of the Panel**

* To promote communication between the practice and its patients.
* To contribute to continuous improvement of services and development of new services

**Membership**

* Membership of the panel is limited to permanently registered patients at the practice
* Membership will be as wide a variety of patients as possible
* GP representative
* Practice Manager
* Staff members of the practice

**Responsibilities of the Panel**

* Represent views of patients and provide feedback on their needs and concerns
* Consult with the practice on service development and improvement
* Contribute and be kept informed of practice decisions
* Understand the internal and external pressures of the practice
* Contribute to and review patient practice surveys

**Meetings**

* Venue to be Maynard Court Surgery
* Minimum of five volunteer patient panel members and staff to be a quorum
* Surgery staff to notify patient panel members of date and time of meetings
* Surgery Secretary to take minutes of meetings and circulate minutes to all members and publish on the Surgery web site.
* Surgery to provide agenda for each meeting
* Meetings to be held six monthly.