

## **Constitution – June 2023**

### **INTRODUCTION**

SETPEG (South East Thames Paediatric Epilepsy Group) is a network of child health professionals involved in the provision of epilepsy services for infants, children, young people and their families in the South East Thames region.

### **OVERALL PURPOSE**

To share and provide best practice, based on best available evidence and to participate in high quality research and audit, through the provision of a network of professionals providing services for children and adolescents with epilepsy across the South East Thames region.

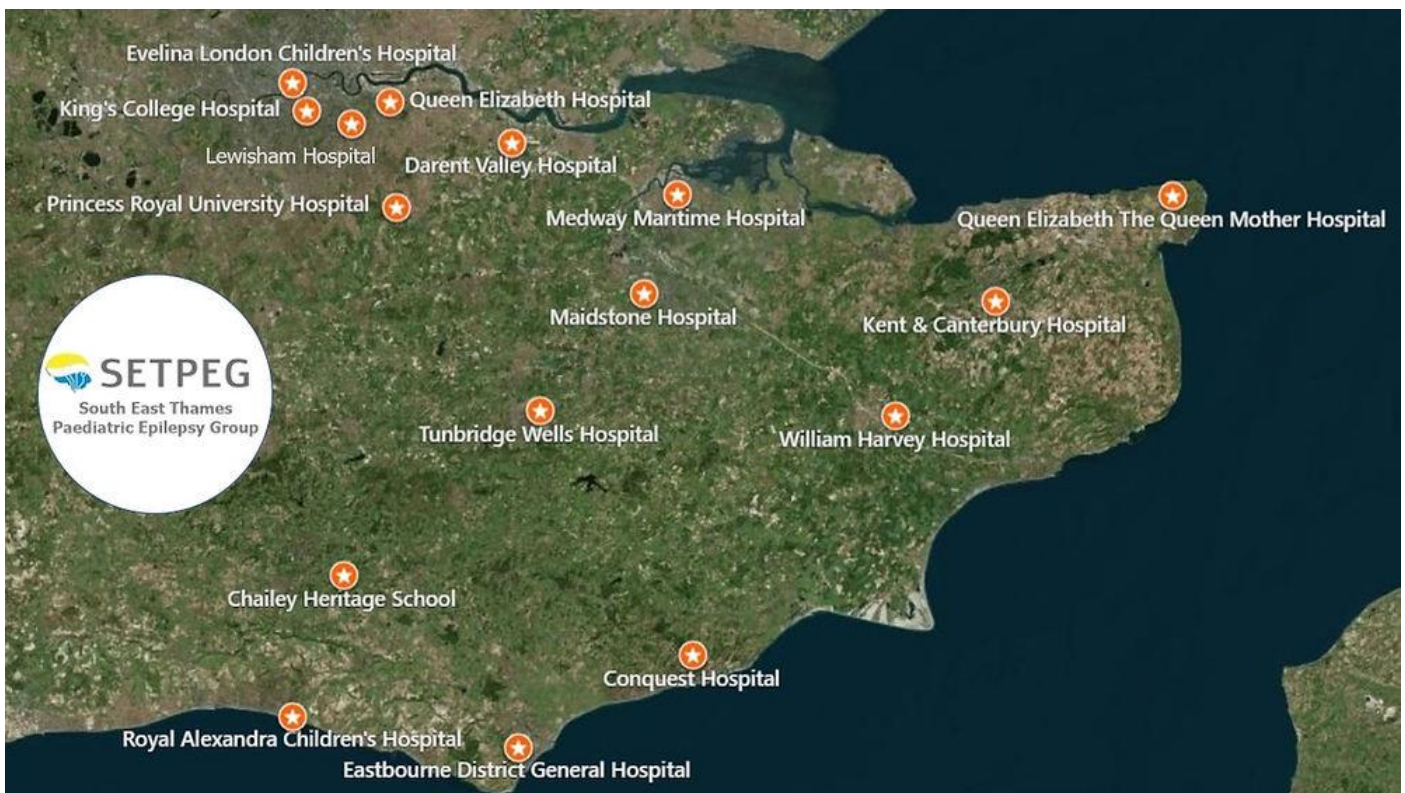
### **OBJECTIVES**

1. To work with service users to improve and sustain high quality care
2. To disseminate guidelines, pathways and protocols based on best available evidence.
3. To optimise communication and disseminate information for professionals, children and young people with epilepsy and their families.
4. To recognise and provide appropriate responses to local, regional and national changes in NHS policy including NICE, NSF and MRHA alerts
5. To promote and participate in audit at local, regional and national level.
6. To promote collaboration with research at regional, national and international level.
7. To provide high quality teaching and training in the region, including close links with the Royal College of Paediatrics and Child Health, the British Paediatric Neurology Association Paediatric Epilepsy Training program and the South Thames Paediatric Network.
8. To link with professionals involved in adult epilepsy services with a view to improving and maintaining high quality transition arrangements.
9. To provide links with the national epilepsy group (OPEN UK) and other regional groups
10. To raise awareness at regional and national level of standards of service provision and to be the point of reference for commissioners.

## OUR REGION

SETPEG covers areas of Southeast London, Kent and Sussex with an approximate population of 4.6 million people. Staff from the paediatric services of the following organisations are eligible for SETPEG membership.

1. Evelina Children's Hospital London
2. Kings College Hospital
3. Princess Royal University Hospital (Bromley)
4. Bromley Healthcare
5. University Hospital Lewisham and Kaleidoscope Children and Young People Centre
6. Queen Elizabeth Hospital Woolwich
7. Darent Valley Hospital
8. Tunbridge Wells Hospital at Pembury
9. Medway Maritime Hospital
10. William Harvey Hospital (Ashford)
11. Kent and Canterbury Hospital
12. Queen Elizabeth The Queen Mother Hospital (Margate)
13. Eastbourne District General Hospital
14. Conquest Hospital Hastings
15. Royal Alexandra Children's Hospital (Brighton)
16. Chailey Heritage School



## **MEMBERSHIP**

Eligibility: SETPEG encourages applications for membership from professionals with responsibility for assessment and management of childhood epilepsy from our region. This includes consultant paediatricians and senior trainees with specific epilepsy interest and responsibility; nurses with a specialist interest in epilepsy; neurophysiologists and senior EEG technologists; other professionals working in specialist epilepsy programs including epilepsy surgeons, child psychiatrists, neuropsychologists, clinical psychologists, speech and language therapists.

Process of Admission: All applications to join SETPEG should be submitted to the Treasurer using the relevant application form available via the website. Approval is required from a minimum of two members of the Working Group and successful applicants will be announced to the wider membership at the next business meeting.

Expectations: There is an expectation that members will:

- Participate in SETPEG activities and attend at least one meeting per year
- Participate in education and audit in relation to childhood epilepsy
- Continue to be involved in assessment and management of children with epilepsy
- Consider active involvement in SETPEG via membership of the Working Group
- Contribute the annual membership fee

Cost: Consultants: £25 registration fee then £25pa payable in June. Non-consultants: £10 registration fee then £10 pa payable in June. This includes free attendance at both educational meetings every year and the privilege to become members of the SETPEG Working Group. The membership cost can be revised by the quorate Working Group during the annual business meeting / annual general meeting.

Honorary membership: Can be awarded by invitation from the quorate Working Group and can include professionals who do not necessarily abide by the eligibility criteria but whose contribution is deemed beneficial to the objectives of SETPEG. Honorary members are exempt from the registration and annual fees.

## **FINANCIAL SUPPORT**

A bank account is to be kept in the name of 'South East Thames Paediatric Epilepsy Group' with Treasurer and Chair as joint signatories. Membership fees to be agreed annually at a business meeting by quorate Working Group. Fees paid to speakers to be agreed annually at business meeting by quorate Working Group. Commercial sponsorship for meetings, literature and posters to be accepted in accordance with SETPEG Sponsorship Policy (see below).

Income from other sources, and outgoings, to be agreed by Treasurer and Chair as a minimum and taken to Working Group where there is any potential for conflict of interest.

## **BURSARY INFORMATION**

SETPEG are keen to support training and further learning in children's epilepsy. To this end a bursary scheme has been created to offer some financial support – currently this is a maximum of £200 per application but this may change in the future. It is confined to staff working in the SE Thames region and is strictly for training in epilepsy e.g. PET Courses, Epilepsy Nurse training. It is open to members of all disciplines and some preference may be offered to staff who do not have access to any study leave funding or other training budgets. Applications are via the website and must be endorsed by a SETPEG member.

## **SPONSORSHIP POLICY**

This policy has been established to protect SETPEG and our patients and to prevent bias in decisions made about patient care and the preferential use of a sponsoring company's product.

The South East Thames Paediatric Epilepsy Group understands that the maintenance of a mutually beneficial relationship with sponsor companies is important to the running and progress of SETPEG activities and the agreement of sponsorship is in the exchange of value-neutral acknowledgement so as not to promote or endorse a sponsor's product or service. SETPEG are happy to receive offers of sponsorship from companies when the agreements comply with all guidelines set out below.

SETPEG will not accept sponsorship when the acceptance of an agreement impacts our independent governance/decision making. SETPEG will not accept sponsorship when the acceptance of an agreement impacts editorial control of SETPEG related literature or meeting content. SETPEG reserves the right to obtain sponsorship from multiple organisations.

Contracts: All offers of sponsorship must be considered by two members of the SETPEG working group, who are responsible for approving the suitability of a prospective sponsor. Conditions of sponsorship must be confirmed in writing and the contract signed by either of the approving working group members and the sponsor before any income/kind is received.

Events and Hospitality: In accordance with The Association of the British Pharmaceutical Industry Code of Practice sponsors can only contribute money/kind to scientific meetings, congresses and training with a clear educational content and not to events that are mainly of a social/sporting nature. Sponsorship for meetings will only be accepted on the basis of a non restricted educational grant. The amount of money received from a sponsor must be appropriate and in proportion with the occasion. Hospitality is limited to refreshments/sustenance, accommodation and registration fees. Registration fees can be paid/subsidised using money from sponsors. Hospitality provided cannot extend to a delegates spouse or associate unless they themselves are a member of SETPEG and participates at the event in their own right. Gifts received from sponsors must be relevant to SETPEG activities.

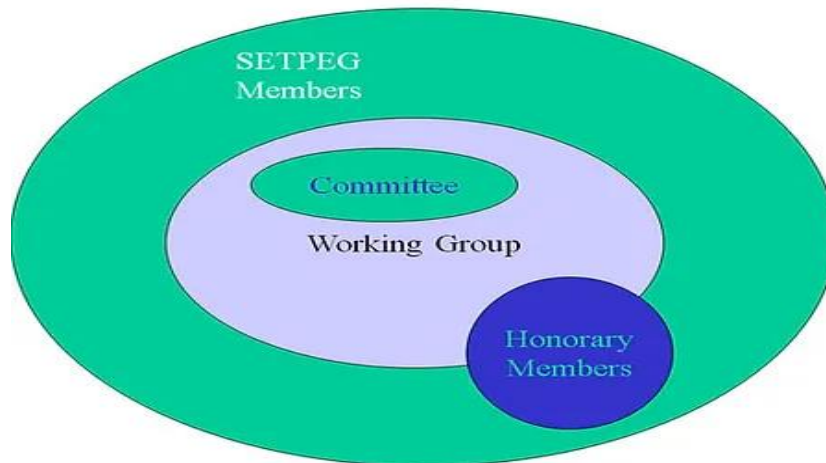
Travel expenses of Speakers, members of SETPEG Board and delegates can be paid using money received from sponsors when the journey is greater than four hours and the travel is economy class; however a delegate may organise and at their own expense pay the genuine difference between economy travel and business travel. Money from sponsors can be used to pay a reasonable amount for time spent at SETPEG events by Guest speakers.

Sponsor Printed Literature and Posters: All literature provided by a sponsor must be reviewed by the SETPEG meeting organiser prior to its distribution at SETPEG events. All posters must be reviewed for relevance and suitability by the SETPEG meeting organiser prior to its display at SETPEG events. If information in sponsor's literature/poster isn't specifically in regards to their organisation (promotion of restaurants) it can only be distributed at SETPEG events if it is beneficial to SETPEG members e.g. member discount. Posters and Literature should be removed by the sponsor at the end of the event. All sponsor posters, literature and displays must be in clear print and be of a high aesthetic standard. If sponsor information is included in SETPEG meeting literature the sponsor's content must be easily distinguished from editorial content.

Acknowledgements: Acknowledgement of a sponsor's contribution will be in print in event programmes. All advertisement and other forms of promotion by sponsors at SETPEG events should occur in a space separate to the event/meeting/lecture/training. Sponsor material will not be posted on the SETPEG website

## **GOVERNANCE**

SETPEG is self-governed by its members. The following is an illustration of the membership structure:



**Quorum:** A quorum of five members, including one committee member, will be recognised as able to represent the Working Group for approving membership, clinical guidelines/information leaflets, and funding decisions.

**The Committee:** forms the core of the Working Group and comprises of the following members with the listed responsibilities. Committee Members are elected by the Working Group for a 2-year tenure which can be extended:

1. The Chair: responsible for leading the group, for chairing the four annual business and educational meetings, for ensuring that SETPEG abides by its rules and objectives and for supporting other members in their respective roles.
2. The Secretary: responsible for disseminating communications to the membership, maintaining the SETPEG archives, keeping minutes of meetings (or delegating this as appropriate) and managing the website.
3. The Treasurer: responsible for managing the SETPEG finances, collecting membership fees, receiving applications for membership, maintaining the members list and producing a report twice a year.

**The Working Group:** the rest of the Working Group consists of members with a specific portfolio. Appointment should be approved by the quorate Working Group. The Working Group member profiles are to be posted on the open section of the website. These members have no fixed terms of office but membership of the group is to be reviewed annually.

1. Education Lead: responsible for organising the two Academic Meetings every year.
2. Audit Lead: responsible for promoting Epilepsy12 and for encouraging regional audit.
3. Research Lead: responsible for promoting epilepsy related research projects in the region.
4. Guidelines Lead: responsible for updating and maintaining the SETPEG guidelines.
5. Nursing Lead: responsible for leading on care-planning, family training and transition.
6. Trainee Lead: responsible for supporting education meetings and audit projects.
7. Patient Lead: responsible for representing patients and families in the Working Group.

*Each of the above roles can also have a deputy with full Working Group membership rights.*

**Honorary Members:** can form part of the working group with or without portfolio. They are invited by the quorate Working Group to contribute to the work of SETPEG and are exempt from the annual fee.

The General Members: SETPEG members without portfolio who are entitled to attend education meetings free of additional charge, participate in business meetings, apply for roles in the Working Group and also receive support from SETPEG in their clinical practice.

The Annual Timetable: SETPEG should be hosting four meetings per annum, two academic meetings with a set educational theme and two business meetings including an AGM (annual general meeting) open to all members. The aim for the SETPEG Annual timetable should be as follows:

- The Winter Business Meeting
- The Spring Educational Meeting (ideally face-to-face whole day meeting)
- The Summer Business Meeting and AGM
- The Autumn Educational Meeting (virtual half day meeting)

Set Agenda for Business Meetings:

1. Chair's introduction, welcome and apologies - Chair
2. Review of previous minutes - Chair
3. Updates from members & matters arising – Open to all members
4. Chair's Report - Chair
5. Treasurer's Report & Applications for Bursaries - Treasurer
6. Membership Update - Treasurer
7. Plan for Next Educational Meeting – Education Lead
8. Guideline Update – Guideline Lead
9. Audit & Epilepsy12 Update – Audit Lead
10. Research Update – Research Lead
11. AOB - Chair