

Terms of Reference Policy Forum

Definition

The Policy Forum is responsible for the development, prioritisation and implementation of the PCRS influencing policy plan and is accountable to PCRS Executive and ultimately to the PCRS Trustees.

Composition

The Policy Forum shall consist of between 6 and 10 members, appointed by PCRS Executive. The membership should include representatives from Education Committee and Service Development Committee. In addition there should be balance of doctors (GPs, and respiratory specialist doctors), nurses (primary care and community respiratory specialist nurses) and other health professionals (e.g. physiotherapist, pharmacists) across the forum. All members of the Policy Forum must be members of PCRS.

The PCRS Policy Consultant will act as secretary to the Committee. The PCRS Chief Executive and PCRS Executive Chair will attend Forum meetings and participate in Committee proceedings as he / she sees fit.

The PCRS Executive Policy Lead will chair the Forum.

Powers and Responsibilities

- Formulating an agreed strategy and annual business plan for policy influencing in line with the overall PCRS business plan for approval by the PCRS Executive
- Ensuring PCRS has structure and processes in place agreed by PCRS Executive to operate effectively in influencing policy and has an appropriate framework in place for prioritising policy work
- Identify and appoint individuals from within the group (and if appropriate beyond, such as topic experts) to lead and take responsibility for specific pieces of policy work and/or to attend meetings with policy makers and influencers as required on behalf of PCRS
- Implementing the approved annual business plan reporting progress and any deviations to the PCRS Executive, in particular:
 - review priorities on a quarterly basis using the agreed framework to input to recommendations and decisions
 - Identifying and responding to business opportunities as they arise, seeking approval from the PCRS Executive for any activity outside the agreed business plan or budget
- Identifying and recommending to the PCRS Executive suitable candidates for membership of the policy Forum and managing the appointment process
- Ensuring all PCRS influencing activities are conducted in line with agreed PCRS strategic direction and policies/procedures.

All members of the Policy Forum are expected to abide by the PCRS code of conduct.

Policy Forum Proceedings

A meeting of the Committee may be held in person or by suitable electronic means agreed by the members in which all participants may communicate simultaneously with all other participants.

A quorum of the Committee shall be three.

Decisions made by the Committee shall be by simple majority verdict unless otherwise specified in these terms of reference. All Committee Members shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

Conflicts of interest will be declared at the start of each meeting in line with PCRS conflict of interest policy.

All Committee Meetings are to be minuted, with the minutes to be presented at the next Committee Meeting, and ratified by the Committee as agreed, and then signed by the Chair. Draft minutes approved by the Chair and CE are to be circulated to Executive within 2 weeks of a Committee meeting and presented at the next Executive

meeting. Any changes to the minutes are to be communicated to the Executive within two weeks of the minutes being ratified.

[Standard clauses for committee terms of reference](#)

Last reviewed: November 2019

Next Review Date: September 2022