**Terms of Reference**

**Policy Forum**

**Definition**

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

**Composition**

The Policy Forum shall consist of between 4 and 8 members, appointed by PCRS-UK 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-UK.

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

The PCRS-UK Executive Policy Lead will chair the Forum.

**Remit and Responsibilities**

* Formulating an agreed strategy and annual business plan for policy influencing in line with the overall PCRS-UK business plan for approval by the PCRS-UK Executive
* Ensuring PCRS-UK has structure and processes in place agreed by PCRS-UK 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-UK
* Implementing the approved annual business plan reporting progress and any deviations to the PCRS-UK 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-UK Executive for any activity outside the agreed business plan or budget
* Identifying and recommending to the PCRS-UK Executive suitable candidates for membership of the policy Forum and managing the appointment process
* Ensuring all PCRS-UK influencing activities are conducted in line with agreed PCRS-UK strategic direction and policies/procedures

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

**Appointment Process and Terms of Office for Policy Forum Members**

These shall be compatible with the agreed PCRS-UK guidelines (see appendix 1)

**Removal of Policy Forum Members**

Any member of the Policy Forum shall cease to hold office if he / she:

* Ceases to be a member of PCRS-UK
* Becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs
* Resigns his/her office by notice to the Chair, Policy Forum or in the case of the Chair by notice to the Chair, PCRS-UK Executive
* Is absent without the permission of the Policy Forum from two consecutive meetings and the Policy Forum resolve that his / her office be vacated
* Receives a vote of no confidence or is deemed to have brought the Charity into disrepute and is asked by a majority of the Policy Forum to resign. The member concerned may appeal to the PCRS-UK Executive.

**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-UK 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.

**Policy Forum Expenses**

Travel costs payable to the individual and locum costs payable to the practice will be reimbursed for Policy Forum members attending Policy Forum Meetings. An honorarium may be claimed in lieu of a locum fee as follows, GPs: £400 per full day, nurses: £300 per full day. Expenses will be paid upon presentation of a completed PCRS-UK expenses claim form. Car travel costs will be reimbursed at a rate of 45p per mile and rail or air fares will be refunded at standard class upon presentation of a valid receipt. Locum costs will be paid upon receipt of an invoice from the practice.

**Date of Preparation: October 2017**

**Next Review Date: September 2020**

**Appendix 1a** - **PCRS-UK Guidelines**

**Appointment to Committees / Working parties**

* Clear criteria (skills, experience) identified for the position to be appointed
* Consideration is given to the most likely / appropriate source of candidates
  + Candidates should normally be full members of the PCRS-UK: however the need for specific skills / experience may require candidates from outside the PCRS-UK membership. Such candidates would be appointed in an advisory capacity’ and would not have voting rights on the Committee
* The proposed recruitment process should be agreed with the PCRS-UK Executive Chair / CE and may include one of more of the following:
  + Advertising to PCRS-UK membership
  + Advertising beyond the membership (cost effectiveness however must be borne in mind)
  + Identification of individuals from the ‘succession planning’ database
  + Identification of candidate via PCRS-UK member contacts
* Open, transparent advertising processes are to be encouraged but should not be mandatory if a well matched candidate for the role is already known (and there are unlikely to be others within the wider membership) and / or the appointment is part of the wider PCRS-UK succession / development plan
* Formal short listing and interviewing processes (against transparent criteria) should be used where there is more than one candidate for the role
* All candidates should be asked to provide a supporting statement (and CV) confirming their interest in the role
* Recommended candidate with supporting rationale is put to PCRS-UK Executive for approval

**Terms of Office**

* Appointments to committees are normally made for a period of 3 years (shorter appointments may be made in agreement with the Committee Chair / lead)
* Appointments are reviewed towards the end of the 3 year period and if deemed appropriate / desirable by the Committee / individual can be recommended for renewal for up to a further 3 years
* All re-appointments must be approved by the PCRS-UK Executive and must take account of the wider PCRS-UK ‘succession plan’ (Committee Chairs / leads should check with Succession Planning Working Party before negotiating re-appointments)
* There should be no limit on the number of times an individual is re-appointed to a Committee, provided the Committee and PCRS-UK Executive are convinced they are adding unique value and are not putting a barrier in the way of new people joining the Committee