

## JOINT TUBERCULOSIS COMMITTEE 2025 - 2028

### 1. TERMS OF REFERENCE

1.1 The Joint Tuberculosis Committee (JTC) has long been supported by the British Thoracic Society. This reflects the need to ensure the acquisition and deployment of expert opinion across the four nations of the United Kingdom across a range of specialist disciplines. Membership of the Committee reflects this unique situation.

1.2 The UK's Joint Tuberculosis Committee (JTC) is an independent group which seeks to co-ordinate and inform work relating to TB care across England, Scotland, Wales and Northern Ireland. BTS is a member of the JTC and provides managerial and administrative support. The JTC is not part of the British Thoracic Society (BTS) governance structure.

1.3 The Committee is serviced by the British Thoracic Society and the standards of good governance that the Society applies to its own activities have been adopted.

1.4 The JTC will:-

- co-ordinate specialist expert opinion (including public health advice) across the United Kingdom in those matters which require national attention and action, by bringing together specialist medical opinion, including mycobacteriology and pathology opinion, public health advice, epidemiological information, and national government policy advisers; and
- act as a source of advice on tuberculosis (and non-tuberculous mycobacteria, as required) to healthcare professionals, hospital trusts/health boards, and other organisations and individuals throughout the United Kingdom on those issues which require expert opinion.

### 2. MEMBERSHIP

2.1 Membership of the JTC comprises a number of key organisations that will provide nominated individuals to sit on the Committee. However, as far as practicable, the Society's requirements will be followed in respect of length of service and transparency of process. The positions listed below may be 'double-hatted' as needed.

#### Members

- The Chair, who will be individual of consultant or equivalent status with a wide and continuing experience of tuberculosis, and will usually be a member of the British Thoracic Society.
- Three consultant physicians who are members of the British Thoracic Society and who have expressed an interest in serving on the JTC. These members of the JTC shall be appointed by the BTS Board and selected as outlined below
- The Chair of the BTS TB Specialist Advisory Group
- The Chair of the BTS MDR-TB Clinical Advice Service Steering Group

- A specialist trainee who anticipates developing a special interest in the field of tuberculosis in his/her future career.

**Other member organisations – a nominated representative attends each meeting**

- The British Infection Association
- The Royal College of Paediatrics and Child Health.
- The Specialist Advisory Committee of the Royal College of Pathologists.
- The British Association for Sexual Health and HIV (BASHH)
- The Royal College of Nursing Special Interest Group.
- The Public Health Medicine Environmental Group (PHMEG).
- The Joint Committee for Vaccination and Immunisation (JCVI).
- The All-Party Parliamentary Group for TB
- UK Health Security Agency (HSA) TB Nurse Workforce Lead

**Nominated national representatives (non-member participants)**

- Health service representatives from:
  - NHS England
  - NHS Scotland
  - NHS Wales
  - Health and Social Care Northern Ireland.
- Public Health representatives from:
  - The UK Health Security Agency, England
  - Public Health Scotland (or the Scottish Health Protection Network)
  - Public Health Wales
  - Health and Social Care Public Health Agency, Northern Ireland
- Microbiology representatives from:
  - National Mycobacterium Reference Service (NMRS), England
  - Scottish Mycobacteria Reference Laboratory
  - Wales Centre for Mycobacteriology
  - Northern Ireland Public Health Laboratory
- Government representatives from:
  - Department of Health and Social Care, England
  - Scottish Government Health and Wellbeing Directorate
  - Welsh Government (the distinction between public health governance and NHS Wales is not made in the same way as the other nations)
  - Department of Health, Northern Ireland Executive

2.2 All BTS members will normally serve for a maximum of 3 years from the date of taking up membership. The term of service is usually effective from the date of Society's Annual General Meeting in November each year. The only exception is the Chair – elect. S/he will be appointed in the third year of the Chair's period of service, to allow handover, and will therefore expect to serve for no

longer than 4 years, but exceptionally for 5 or 6 years. This will only occur if the Chair-elect is already serving on the Committee at the time of the election (see item 3.6, below).

2.3 Members can join the JTC in one of two ways:-

- By applying annually in response to a call for volunteers. This is circulated in the early summer each year to all BTS members. The call for volunteers will clearly state the vacancies that are available, the experience and special interests sought (if any) and the arrangements for selection.
- By being the nominated representative of one of the bodies mentioned above in the membership list.
- In this event, the “three year rule” will still apply
- Details of the appointment process for the JTC Chair are included in section 3.5.

2.5 All members are required to conduct themselves in accordance with the Society’s policies and general procedures (e.g. for travel expenses), and in particular in relation to the policy about relationships with the bio-medical and tobacco industries, and the associated Declarations of Interest Scheme. All BTS members on the JTC are required to complete a DoI annually (see section 6.3, following) and non-BTS members of the JTC will be expected to adhere to the rules and policies of the organisations which they represent. BTS members on the Committee are especially asked to note that efforts should be made to return a completed DoI form before the end of January each year, or prior to the first meeting of the Committee in every calendar year, whichever is earlier. If a form has not been completed after a reminder has been given at that meeting, the member concerned will be asked to withdraw until the information has been provided.

### **3. STANDING ORDERS**

3.1 The Chair is responsible for the direction, conduct, moving forward and completion of Committee business, both during Committee meetings and between the meetings. In this task s/he is supported by the Society’s staff (who provide a secretariat service) and other members. A Deputy Chair post is not required.

3.2 The Chair will approve the Committee agenda and draft minutes, which are prepared by BTS staff. S/he will also prepare and/or commission papers from others and will chair the formal meetings of the Committee.

3.3 While BTS staff can draft follow up correspondence and deal with queries arising from the work of the Committee on an operational level from day to day, it is anticipated that the Chair will provide advice on content and professional issues involved and, in particular, deal with peers and external organisations in relation to all areas where clinical leadership is required.

3.4 The Chair has an important role in ensuring that Declaration of Interest forms from all BTS members of the Committee are scrutinised and any issue of concern discussed with the individual concerned and/or the Honorary Secretary. S/he must also ensure that at the beginning of each meeting members are asked to declare any additional recently-acquired interests, and is expected to exercise judgement in the conduct of Committee business in the event of any potential conflicts of interest.

3.5 Succession planning for the Chair of the Committee will take place as follows. In the summer of the year preceding the November when the Chair's three year term in office is due to end, the Society will advertise that a vacancy for the Chair of the JTC will be coming up. Members of the Committee plus any other member of the Society will be invited to apply by submitting a short c.v. and statement of interest via the BTS website. The BTS Board is responsible for confirming the appointment of the new Chair of the Committee, following an interview.

3.6 Before a Chair is appointed, s/he will be asked to submit an updated Declaration of Interest form, if this is not already available. This will be submitted to the BTS Honorary Secretary for approval before the appointment is confirmed.

### **3.7 Frequency and conduct of meetings of the Committee**

The Committee will normally meet twice a year, usually at the Society's headquarters building in London with the option to attend remotely. The Committee may need to meet more than this in exceptional circumstances only.

3.8 Every effort is taken to agree the date of meetings well in advance and notify this to all members as soon as they have been agreed. The date will only be changed if there are exceptional circumstances, and then at least 12 weeks' notice will normally be given.

3.9 The Society will pay the travel expenses of those members who have been selected by BTS to serve on the Committee. It is expected that nominating organisations and those sending an observer will meet the travel costs of the members concerned.

3.10 The Committee secretary (BTS staff member) will draft an agenda and discuss with the Chair no later than 4 weeks before the date of the meeting. The agenda and papers will be sent by email to all members no later than 7 days and preferably 10 days before the meeting takes place. It is not good practice to table papers at meetings, especially those that contain detailed information and these will not normally be allowed, at the discretion of the Chair, and taking into account circumstances involved. Authors of papers are therefore asked to submit in time according to the date given by the secretariat.

3.11 A draft minute, including named action points, will normally be produced within 7-10 days of the meeting to be agreed by the Chair and then sent to members as an aide-memoire for those who may have been asked to carry out actions, or for the information of those who were not able to attend.

## **4. CODE OF CONDUCT**

4.1 The Society values the contribution of those members who serve on its various Committees, Advisory Groups and Working Parties (as well as those committees which are affiliated with BTS). Without this service, it would not be possible to carry out the great variety of work that is undertaken which contributes to the raising of standards of care of people with respiratory disease. BTS has a justifiably high reputation for the quality of its activities and the advice it gives to external bodies.

4.2 The Society is also proud to have been a pioneer in a number of areas, including its Declarations of Interest scheme, which has been replicated by a number of other Societies in recent years. The probity of our actions is underpinned by a number of policies and procedures which are kept under regular (annual) review.

6.3 Consequently, we ask the Chair and all BTS members of the Joint Tuberculosis Committee to note and abide by the following policy and procedures documents for as long as BTS provides the secretariat service:-

- **BTS Policy on Biomedical Industries & Commercial Sponsorship and associated Declarations of Interest Scheme.** This is reviewed annually by the BTS Council and Board.
- **Endorsement Policy** (periodically reviewed by the BTS Council and Board)
- **Media policy** (ditto)
- **Travel and subsistence policy** (reviewed annually by the Honorary Treasurer and Chief Executive)

These documents can all be found on the BTS website in the “governance” pages of the section entitled “About BTS”

Date of production/revision:

February 2009/June 2025

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