

## STANDARDS OF CARE COMMITTEE

### CONSTITUTION

#### 1. TERMS OF REFERENCE

The BTS Standards of Care Committee currently has three major responsibilities:

- Primarily, **Guideline development**. This involves the development and maintenance of robust systems for the production of the Society's own Guidelines, from assessing the need for a Guideline to the submission for publication, in line with NHS Evidence Accreditation criteria. The scope of this work will involve Guidelines on specific diseases, specific procedures and on processes of care, plus advice about key messages for dissemination, associated audit tool(s) and patient information.
- Production of **Quality Standards**, based on BTS Guidelines, which aim to provide clinicians, commissioners, planners and patients with a guide to the standards of care that patients with a particular disease/condition should expect, together with measurable markers of good practice.
- Production of **Clinical Statements** which will be commissioned by the Committee and produced according to the agreed procedures.

Additionally the Committee will identify research questions arising from Guideline development work and refer these directly to the NIHR Respiratory Specialty Group.

#### 2. MEMBERSHIP

2.1 The membership of the Committee comprises:

- Chair
- Chair-elect (in the third year of the Chair's period of service, to allow handover).
- Council member(s), who may select to serve on the Committee while serving on Council. A maximum of 4 Council members to be on this Committee at any one time.
- Three Consultant physicians who will be selected from those who come forward following the annual call for volunteers (in succession-one per year).
- Three Specialist Trainees who will be selected from those who come forward following the annual call for volunteers (in succession-one per year). One of these will serve additionally on the BTS Specialist Trainees Advisory Group (STAG) and will act as the link between the two.
- Two Respiratory Nurse Specialists.
- A lay member.
- Two representatives from the British Paediatric Respiratory Society (BPRS).

- A representative from the Association of Chartered Physiotherapists in Respiratory Care (ACPRC)
- The Chair of the BTS Board, and Chief Executive, ex-officio (standing invitations, although will not usually attend).

(NB: The Committee cannot have its own Deputy, Honorary Secretary or any other nominal post)

2.2 All members, however selected and in whatever capacity, 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 the Society's Annual General Meeting 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 Committees in one of 3 ways:-

- By volunteering 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. If there are more volunteers than places available, selection will be undertaken by the Chair of the Committee and Honorary Secretary supported by the Chief Executive or Deputy Chief Executive, based on the provision by volunteers of a short CV and supporting statement.
- When elected to serve on Council, each Council member is asked to select a Standing Committee on which to serve. There is generally no barrier to a Council member joining their Committee of choice, although it may from time to time be necessary to negotiate filling a gap where one exists and the Society has need of additional Council input, and therefore first choice of Committee cannot always be guaranteed.
- 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.

2.4 All members of BTS Committees must be members of the Society unless they have been nominated by an external organisation.

2.5 If a Specialty Trainee sitting on a Committee becomes a Consultant during their period of service, he or she may remain on the Committee for the remainder of their 3 year appointment. However, when their period of office ends they will not be replaced by another Consultant- this will prevent an upward drift in numbers. In the interim another Trainee can be appointed for a three year period at the next annual replacement process so that all Committees have continuous Trainee input.

2.6 If a Committee wishes to involve a member with specific skills, and that person is not therefore likely to be a BTS member; or, if a Committee wishes to vary the membership as

outlined above, this MUST be discussed first by the Chair with the BTS Board of Trustees, and agreement of Trustees obtained.

2.7 Every effort is taken to agree dates of meetings one year in advance and notify these to all members as soon as they have been agreed. Dates agreed in advance will only be changed if there are exceptional circumstances, and then at least 8 weeks' notice will normally be given. If a member misses more than 2 meetings in succession, and there are no extenuating circumstances (in relation to sickness absence, for example), then the Society will ask that member to stand down.

2.8 All members are required to conduct themselves in accordance to 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 (DoI) (see section 4, following). Members 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.

2.9 Chairs and members of all BTS Committees, Advisory Groups, sub-Committees and groups which produce BTS Guidelines and other publications should not accept any invitations from bio-medical industry to attend Advisory Boards or other meetings at which they are described as, and/or referred to, as representing BTS in any way. Nor should they solicit invitations in that capacity. It is up to individuals to decide whether to accept an invitation to attend such events, but this will be in an individual capacity only and should be declared under the provisions of the Society's Policy on relationships with the bio-medical industry, through the Declaration of Interests Scheme. If an individual feels any conflict has arisen, they should resign from their BTS position, or the activity in question with immediate effect.

### **3. STANDING ORDERS**

#### **3.1 Role of the Chair of the Committee**

The Chair of the Committee also serves as a Trustee of the Society during the time s/he is in post. S/he is therefore the main link between the development and execution of the Society's strategic objectives (as summarised in the Strategic Plan) and the detailed work of the Committee.

3.2 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 full secretariat service) and other members. A Deputy Chair post is not required and will not be approved.

3.3 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 and any ad-hoc meetings and teleconferences.

3.4 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.

3.5 The Chair has an important role in ensuring that Declaration of Interest forms from all Committee members 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.

3.6 Succession planning for the Chair of the Committee will take place as follows. In the spring of the year when the Chair's 3 year term in office is due to end, the Society will advertise that a vacancy for the Chair of that Committee will be coming up. A job description will be available. Members of the Committee plus any other member of the Society will be invited to apply. All applicants will be required to send a short CV and a statement outlining why they are interested in the position and what they feel they can bring to the post. Applicants will be shortlisted (if necessary) and interviewed by two of the five Officers (one of which will usually be the Honorary Secretary), supported by the Chief Executive or Deputy Chief Executive. The panel's decision will be shared with the Officers' Group for ratification and made known to the successful candidate so that the Chair-elect can spend the remainder of the year before taking up post shadowing the incumbent and receiving information and training about being a Trustee of the Society. The appointment will also be reported to the next scheduled meeting of the Board of Trustees.

3.7 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 Chair of the Board of Trustees and Honorary Secretary for approval before the appointment is confirmed.

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

The Committee will normally meet no more than four times a year, at the Society's headquarters building in London.

3.9 Trustees recognise that it may be necessary from time to time to plan an additional meeting in any year when anticipated business demands this. This would not normally be a problem, except that short notice may result in poor attendance, and it is important to give at least 8 weeks' notice. For urgent/timing dependent issues that might arise which do not justify a full agenda, the Society's constitution allows business to be conducted by teleconference. This can be organised at no cost to Committee members or their employers. This paragraph does not contradict the restriction in paragraph 2.7, above)

3.10 Because some members have to travel some distance to attend meetings in London, and to maximise the amount of business that can be achieved and also opportunities for "off peak" travel (in at least the return portion) meetings are normally held between 10.30am and 3.00pm and lunch is provided.

3.11 It is not usually acceptable to conduct a Committee meeting at BTS headquarters with one or more members attending for all or part of the meeting via teleconference or web-cam, as this impedes progress of business. The Society recognises that in exceptional circumstances it may be necessary for a Committee member to participate for specific items of business, but this should be arranged on a case-by-case basis.

3.12 The Committee secretary (BTS staff member) will draft an agenda and discuss with the Chair no later than 3 weeks before the date of the meeting. The agenda and papers will be circulated to all members no later than 7 days (and preferably) 10 days before the meeting takes place. It is not good practice, and will not normally be possible, to table papers at meetings, especially those that contain detailed information except 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.

3.13 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.

3.14 The nature of the work of this Committee requires that individual members may be called upon to review documentation and provide comments in advance of Committee meetings or in between meetings. Guidance on the work required is provided and the workload shared across the Committee as equitably as possible.

#### 3.15 **Sub-Committees and ad-hoc groups**

Because the Society has a comprehensive network of Specialist Advisory Groups which act as expert advisors in specific disease/therapy areas, it is not generally permitted for Standing Committees to establish any sub-Committees and/or working parties and ad-hoc groupings. Any proposals that this ruling is relaxed must be discussed and agreed by the Board in advance.

## **4. CODE OF CONDUCT**

4.1 The Society values the contribution of those members who serve on its various Committees and Advisory Groups and Working Parties. 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.

4.3 To ensure effective functioning of the Declarations of Interest process the Chair should proactively manage declarations from SAG members. This will include:

- Having declarations of interest as a standing item on all meeting agendas;

- Formally asking members whether anything has changed since they submitted their last declaration;
- Formally asking members at the start of each meeting whether there are any agenda items which may cause conflict or in which they have an interest;
- Seeking advice when required from the Honorary Secretary or Chief Executive if there are any concerns about new items mentioned under declaration of interest.

4.4 Consequently, we ask all members of Committees, Advisory Groups and Working Parties to note and abide by the following policy and procedures documents:-

- **BTS Policy on Biomedical Industries & Commercial Sponsorship and associated Declarations of Interest Scheme.** This is reviewed annually by BTS Council and Trustees.
- **Endorsement Policy** (reviewed in January 2017)
- **Complaints procedure** (January 2018)
- **Media policy** (reviewed in November 2016)
- **Travel and subsistence policy** (reviewed annually by Honorary Treasurer and Chief Executive)

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