

These terms of reference comply with the standard terms of reference for any national Board agreed by Council on 16th November 2016.

Council agreed these terms of reference for the RCoA Scottish Advisory Board on 19 March 2017

TERMS OF REFERENCE

Royal College of Anaesthetists Scottish Board

1. Introduction

These Terms of Reference are to guide the workings of the Royal College of Anaesthetists Scottish Board ('the Board'). 'Anaesthesia' is used to include intensive care and pain medicine. In promoting high standards of training and practice in anaesthesia, the Board will maintain a cohesive and consistent approach to all aspects of College core business across the UK, while acknowledging and ensuring active engagement in interacting with the increasingly divergent healthcare system in Scotland.

2. Responsibilities

- 2.1 To keep under review matters relating to training in, and the practice of, anaesthesia in Scotland and to make recommendations to Council in regard to any matter of direct relevance to Scotland.
- 2.2 To undertake discussions and consultation with the health department of the Scottish Government on matters relating to training in, and the practice of, anaesthesia in Scotland.
- 2.3 To arrange direct communication between the President of the RCoA with the Chief Medical Officer, the ministers and other officials of the Scottish Government and its subsidiary organisations.
- 2.4 Chair to attend Council either by election or by co-option and to facilitate liaison between the specialty in Scotland and the College.
- 2.5 Requests for representatives to relevant organisations in Scotland concerned with matters relating to training in, or the practice of, anaesthesia will be approved and appointed by the Board and forwarded to Council. The representative¹ will provide reports of their activity to the Board and Council. This process will give the Board full access to administrative support by the Royal College without limiting effective representation.

¹ The Roles and Responsibilities of RCoA Representatives documentation will be forwarded to the successful nominee for their guidance

- 2.6 The representation provided to the Academy of Medical Royal Colleges and Faculties in Scotland and to the Scottish Joint Consultants' Committee shall normally be by the Chair of the Board.
- 2.7 To carry out any function associated with the delivery or monitoring of training of anaesthetists, or associated with the maintenance of professional standards in anaesthesia, in Scotland as are assigned and delegated to the Board by Council.
- 2.8 To liaise with the Offices of the President and the Chief Executive regarding the organisation of elections to the Board.
- 2.9 To coordinate the process of RCoA nominations for any awards in Scotland on behalf of the President of the Royal College of Anaesthetists.

3. Constitution

- 3.1 The Board shall, subject to the resolution of Council, comprise some or all of the following members:
 - a) Any elected Member of Council working in Scotland.
 - b) Up to five elected Consultant members being Fellows working in Scotland who are on the specialist register of the GMC, elected by Fellows and Associate Fellows working in Scotland.
 - c) One elected member being a Fellow or Member working in Scotland who is a Staff or Associate Specialist (SAS), elected by SAS doctors working in Scotland if they can be identified, failing that Fellows, Associate Fellows, Members and Associate Members working in Scotland.
 - d) One Trainee training in Scotland registered with the College holding the FRCA. To be elected by Anaesthesia Trainees training in Scotland.

Ex Officio Members:

- e) The President, who may be represented by a Vice-President.
- f) The Scottish Regional Adviser(s) to the College.
- g) One representative of the Scottish Intensive Care Regional Advisers nominated by those Regional Advisers and approved by the Chair of the Board.
- h) One representative of the Scottish Pain Medicine Regional Advisers nominated by those Regional Advisers and approved by the Chair of the Board.
- i) The Convenor of the Scottish Committee of the AAGBI.
- j) The Honorary Secretary of the Scottish Society of Anaesthetists.
- k) The Anaesthetic Adviser to the Chief Medical Officer for Scotland.

- l) One lay member of the Patient Lay Committee, normally resident in Scotland, and selected in such a manner as shall be determined by College Council.
- m) A Clinical Director or equivalent representative normally resident in Scotland and selected in such a manner as shall be determined by the Board.

Co-opted Members

- n) The Board may co-opt such members or observers as it deems appropriate to assist it in its function.

In attendance

- o) A representative of the College senior management (usually the Chief Executive or a director).
- p) Administrative and secretarial support.

3.2 Members shall serve on the Board for the following periods:

- a) The President and Regional Advisers shall serve for the duration of their terms in those offices.
- b) Elected Members of Council shall serve for the duration of their term of office on Council so long as they remain working in Scotland.
- c) Elected members shall serve for a term of 3 years and shall be eligible for re-election for one further term of 3 years. The elected Specialty Trainee shall serve for a single term of up to 3 years. The elected Specialty Trainee will normally be expected to resign within one year of appointment as a consultant. Terms of office will normally commence in March.
- d) A co-opted member or observer shall serve for the period prescribed by the Board.
- e) Those present "In attendance" as appropriate.
- f) 'Ex-officio members will be appointed with the approval of the Board Chair and shall serve during their terms in the office they are representing, subject to annual approval by the Board

3.3 The Chair of the Board shall be appointed by the Board after consultation with the members of the Board, following a process approved by Council. The Chair shall normally be an elected member of the Board or an elected member of Council.

3.4 The term of office of the Chair shall normally be 3 years, subject to annual re-appointment. Extension beyond 3 years may be allowed at the discretion of Council.

3.5 The Board shall elect, from among its members, a Vice-Chair to support the Chair and to deputise for the Chair where required. The Vice-Chair shall be elected annually for a maximum of 3 years.

3.6 The Board shall elect from among its members an Honorary Secretary to provide professional support in organising, minute taking and discharging actions of its meeting. The Honorary Secretary shall be elected annually for a maximum of 3 years.

3.7 The quorum of the Board shall be 50% or more of those board members identified in 3.1 a, b, c and d.

4. Procedure

4.1 The Board shall meet normally a maximum of 4 times per year. Expenditure on any additional meeting must have the prior written sanction of the Finance Committee of the College.

4.2 The Board should be aware of the College's overarching strategy and look to implement it in Scotland.

4.3 The minutes of the meeting must go to Council for approval. Where any decision impinges upon the work or jurisdiction of another College committee, the views of that committee must be sought before the matter is brought to Council for approval.

4.4 The Chair will present minutes of Board meetings and other relevant workings of the Board to Council.

4.5 Any conflicts of interest must be asked for and declared at the start of each meeting.

4.6 The Board may, subject to the College's Charter, Ordinances and Regulations, make any standing order regulating its own procedure provided that these (or any subsequent amendments thereto) shall not take effect until approved by Council.

4.7 Subcommittees - Subject to the provisions of Section 15 of the Financial Regulations of the College, the Board may establish any sub-committee or sub-group with such terms of reference and so constituted as the Board may determine, to consider any matter falling within the Board's terms of reference and to report on that matter to the Board.

4.8 The Board shall review these Terms of Reference at the first meeting of each year and any changes must be ratified by Council.

March 2017