



Executive Clinical Leads in Hospice & Palliative Care (ECLIHP) Executive Committee

Terms of reference

Introduction

ECLIHP provides a forum for executive clinical leaders – regardless of discipline who are engaged in the strategic plans and operational delivery of hospice and palliative care across the UK. It has been established by Hospice UK to achieve the following aims:

- To provide a strategic clinical voice within the field of hospice and palliative care.
- To facilitate peer support/mentorship to executive clinical leads in hospices and palliative care.
- To advance clinical leadership in hospice and palliative care and develop today and tomorrow's leaders.
- To provide a cogent voice relating to clinical perspectives of service, planning and delivery engaging in constructive lobbying as necessary.
- To be a key reference point for executive clinical lead colleagues and Hospice UK.
- To establish a network for support, information exchange and learning.
- To establish a database resource for others to be able to signpost to topical issues and share expertise and views.
- To provide and/or facilitate and/or promote executive learning opportunities for clinical leaders.

The members of the Committee shall use their knowledge and experience to develop and implement a programme of work that is deemed to be of value to strategic and operational clinical leads in hospices.

The organisation and work of ECLIHP will be overseen by a small executive group, to be known as the ECLIHP Executive committee hereafter.

Membership of the ECLIHP Executive Committee

- The Executive Committee will comprise of representation from the regional ECLIHP groups. It will be for the regional group to select their representative.
- The Chair and Deputy Chair of the Committee will be appointed by ballot of the executive Committee.
- The maximum number of members should be 12 including the Chair and deputy Chair. This is to reflect the approximate number of regional groups across the UK.
- Regional deputy is invited to attend in the absence of the regional representative.
- Hospice UK staff cannot serve as members of the Executive Committee. However Hospice UK will offer the services of a nominated staff member with relevant expertise to support the Committee and the wider ECLIHP network, attending at least two meetings a year. In addition Hospice UK will offer some secretariat services, including

maintenance of a membership list, organisation of the meetings of the Executive Committee and distribution of notes following it.

- Each member shall serve for a term of two years subject to a maximum of two consecutive terms. Terms of service shall commence from the date of the first meeting of the Committee attended by each member.
- The Chair may invite other individuals or representatives to attend all or part of any meeting as and when appropriate to ensure a rich and appropriate mix of knowledge and skills in the face of issues emerging.
- Any person appointed to be a member of this Committee may resign by notice to the Chair.
- If any person who is appointed as a member of the Committee fails to attend three consecutive meetings then the Chair may ask the person to leave the Committee.
- The Committee will have the authority to set up small task and finish groups to look at specific issues or topics. These sub-committees will be chaired by a member of the Committee.
- The Committee reserves the right to co-opt individuals with specific expertise.
- The membership of the committee should ensure that there are mechanisms in place to enable robust communication between the committee and the ECLiHP regional group members.

Secretariat

The Committee will be serviced by Hospice UK. This will include the recording of minutes, hosting at meeting venue and budget administration, eg travel allowance for exec committee members.

Quorum

The quorum necessary for each meeting to go ahead shall require two thirds of the members.

Frequency and conduct of meetings

- A minimum of three meetings will be held each year.
- Any member is entitled to add items to the agenda and to do this they need to reach the secretary at least two weeks before the meeting.

Notice of meetings

- A calendar of meetings to be agreed on a rolling 12 month basis.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend one week before the date of the meeting. Supporting papers shall also be sent to members and to other attendees within the same time frame as appropriate.

Minutes of meetings

- The secretary or a nominated other shall minute the proceedings of all meetings, including the names of those present and in attendance.
- Minutes of meetings shall be circulated promptly to all members of the Committee for their accuracy.
- The Chair will sign off the minutes once agreed and store in PDF version in agreed website location; this can be via an electronic signature.

- The Chair will agree an edited version of the minutes for wider circulation with ECLiHP members. This will be in PDF version and located on open web page for wider viewing.
- The draft minutes will be circulated to the executive committee within five working days of meeting. The executive committee will make amendments and agree minutes within 10 working days of the meeting. The regional representatives will circulate the minutes within five working days of receipt.

Duties

The members of the Committee shall use their knowledge and experience to develop and implement a programme of work reflective of the needs/aspirations of the network.

The members will also undertake to plan and deliver on an annual conference or meeting at which all members of the network can meet to discuss relevant issues and how they are best met at a collective level.

Hospice UK will organise the agreed annual event on behalf of the ECLiHP members. It will assist with planning and costs. It is anticipated that the charge of attendance to delegates will support the annual work of the ECLiHP executive committee and any sub committees work agreed.

Individual members of the Committee have specific areas of work:

Chair:

- To oversee the work streams of the committee and ensure all are working to agreed plan.
- To lead on the annual meeting of the network or to nominate another group member to do this.
- To ensure that the group works to the terms and conditions as agreed.
- To collaborate closely with Hospice UK.
- Be responsible for signing off minutes of meetings.

Deputy Chair:

- To support the Chair post as required in meeting the above and deputise in Chair absence.

All members:

- To commit to attending agreed number of meetings.
- To lead on allocated work streams on behalf of the committee.
- To promote local /regional communication with wider ECLiHP members.

Authority and reporting

- The Committee reports to the ECLiHP network for its work.
- The committee will produce an annual report of its work to share with wider ECLiHP members.
- The Chair will be invited to attend the Hospice UK Clinical Committee meeting to present the annual report of work.

- The response of Hospice UK to any recommendations made by the Committee will depend on a number of factors including staffing, resources and the schedule of delegation.
- Authority may be delegated to the committee for specific activities agreed by its members and Hospice UK in partnership.
- The terms and conditions of this committee will be reviewed on a two-yearly cycle commencing 2013.

Budget

At present there is an identified budget allocated to the meetings and work of this Group. Expenses in attending meetings will be met in line with Hospice UK's expenses policy. In the event of the representatives needing assistance with their expenses, forms can be sought from the Hospice UK committee representative. These meetings must be agreed in advance with Hospice UK.