



**LAY ADVISORY BOARD
CONSTITUTION AND TERMS OF REFERENCE
March 2020**

1. CONSTITUTION

- 1.1. The Council ("Council") of the Royal College of Physicians and Surgeons of Glasgow ("College") has resolved to adopt this constitution to regulate the function and define the responsibilities of the Lay Advisory Board of the Royal College.
- 1.2. The Lay Advisory Board is constituted to provide lay input (i.e. non-medical, non-dental) into the work of the College and other bodies with which the College collaborates.

2. MEMBERSHIP

- 2.1. Volunteer members of the Lay Advisory Board shall be appointed by open advertisement and selection process.
- 2.2. The President, Honorary Secretary and one other member of College Council shall attend *ex officio*.
- 2.3. The Lay Advisory Board will normally consist of 12-15 individuals.
- 2.4. Five members must be present to form a quorum of whom one should be the Chair or the Vice-Chair of the Lay Advisory Board. In the absence of the Chair or Vice-Chair, those present will elect a chairperson for that meeting only.
- 2.5. The Chief Executive Officer (CEO) and Deputy CEO will attend and participate in the meetings of the Lay Advisory Board.

3. DURATION OF APPOINTMENTS

- 3.1. Appointments to the Lay Advisory Board shall normally be made for a term of three years and may be extended to one further term of three years. In exceptional circumstances the Chair may invite a member of the Lay Advisory Board to extend his/her period on the Board beyond the maximum of two terms.

4. DURATION OF APPOINTMENTS

- 4.1. The Chair and Vice-Chair of the Lay Advisory Board shall be selected by the members of the Lay Advisory Board.
- 4.2. The Chair and Vice-Chair of the Lay Advisory Board shall be appointed for a term of two years with the option of a further term of two years.
- 4.3. The Chair shall be appointed as the advisory co-optee on College Council and be expected to attend meetings of Council

5. MEETINGS

- 5.1. Meetings of the Lay Advisory Board shall be held usually three times a year, or as often as is considered necessary, and will be convened by the Chair.
- 5.2. Meetings shall be held at such time and in such place as may be specified in the notice convening the meeting.
- 5.3. Members are expected to attend at least 70% of meetings and if a member cannot attend in person may participate by way of teleconference or video conference.
- 5.4. Notices of all meetings of the Lay Advisory Board, together with an agenda of the matters to be discussed and any relevant papers shall be distributed at least 7 days before the date of the next meeting.
- 5.5. Minutes of all meetings will be recorded by a member of staff nominated by the CEO/Deputy CEO.



6. TERMS OF REFERENCE

The main roles and responsibilities of the Lay Advisory Board shall be: -

- 6.1. To provide, as requested by the College's committees and representatives, individual and collective lay input on matters relating to the work of the College and primarily in line with College's key aims and objectives as detailed in the strategic plan.
- 6.2. To provide lay representation on various collegiate committees and boards as required including; College Council, Fellowship, Faculty of Dental Surgery Executive, Faculty of Travel Medicine Executive, Faculty of Podiatric Medicine Executive, HOPE Foundation and Scholarship Committee
- 6.3. To represent the College on intercollegiate committees when specific lay representation is required.
- 6.4. To comment on and/or respond to appropriate health related consultations and/or papers, policy documents from a lay perspective as directed by the Honorary Secretary and in line with the consultation Process.
- 6.5. To provide a pool of lay members who can serve on other professional medical bodies associated with the College e.g. Academy of Medical Royal colleges (AoMRC) Patient Liaison Group.
- 6.6. To provide a potential source of lay examiners for College and intercollegiate examinations.
- 6.7. To identify members to contribute to any Lay Advisory Panel(s) i.e. reference group which may be established to deal with specific matters of importance / areas of expertise as and when required.
- 6.8. To contribute to discussion and debate, within College, both directly and indirectly on matters which are of interest to the College and the wider general public.
- 6.9. To respond to relevant requests from the Executive Board or College Council asking for comment.

7. CONFIDENTIALITY

- 7.1. Members of the Lay Advisory Board shall treat all information and documents provided to him/her in the course of their duties as confidential except a) when authorised by Honorary Secretary or b) when legally permitted to do so.
- 7.2. Members must pay particular attention to protect personal data in accordance with the principles of the General Data Protection Regulation (GDPR) which in the UK have been incorporated into the Data Protection Act (2018).
- 7.3. Members must comply with the College GDPR policy
- 7.4. Members must not use confidential information acquired in the course of their duties for personal advantage.
- 7.5. Members will be asked to sign a Declaration of Oath upon appointment.

8. CONFLICT OF INTEREST

- 8.1. Each member of the Lay Advisory Board must, when acting in his/her capacity as such, put the interests of the College before his/her own personal and/or professional interests.
- 8.2. Members of the Lay Advisory Board must declare any potential conflict to the Chairperson at the earliest opportunity.

9. PROTECTING THE COLLEGE REPUTATION

- 9.1. A member of the Lay Advisory Board shall not speak, in his/her capacity, to the media or in a public forum without the prior knowledge and approval of the President, Honorary Secretary and/or Chief Executive Officer.



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- 9.2. When a member of the Lay Advisory Board is speaking in his/her capacity, his/her comments must reflect current College policy even when these do not agree with his/her personal views.
- 9.3. When speaking as a private citizen, a member of the Lay Advisory Board will strive to uphold the reputation of the College and those who work in it.

10. REPORTING and REMUNERATION

- 10.1. The minutes of all Lay Advisory Board meetings will be included for reference on the agenda of each Council meeting.
- 10.2. This is a voluntary unpaid role however associated expense will be met

11. AUTHORITY AND RESOURCES

- 11.1. The Lay Advisory Board is duly authorised by Council to review any activity within its Terms of Reference.
- 11.2. The Lay Advisory Board will be supported and administered by a member of staff nominated by the CEO/Deputy CEO.

12. AMENDMENT

- 12.1. This Constitution may only be amended by a resolution of the Council.