

ROYAL COLLEGE OF PAEDIATRICS AND CHILD HEALTH
SCOTTISH EXECUTIVE COMMITTEE

Terms of Reference

- 1 **The aims of the Scottish Executive Committee**
 - 1.1 The Scottish Executive Committee of the Royal College of Paediatrics and Child Health advises College Council on Scottish matters. It contributes to the development of Scottish Government policy and ensures children and young people are fully represented. It represents its membership by providing a consistent voice for paediatrics in Scotland.
- 2 **Objectives**
 - 2.1 The Committee will support in the coordination and management of College business in Scotland.
 - 2.2 The Committee members will be responsive to the views of the membership in Scotland and report these views to the Committee and RCPCH Scotland staff.
 - 2.3 Representatives of the Committee will meet with senior officials of the Scottish Government, MSPs and the CMO by arrangement to secure political commitment for RCPCH key child health priorities in Scotland.
 - 2.4 The Committee will provide support to RCPCH Scotland staff in relation to engagement with key stakeholders and advocate for the College and its aims in Scotland as appropriate.
 - 2.5 The Committee will consider and make recommendations on principles of policy, strategy and clinical guidance as they relate to specific issues at the request of Council, College Executive Committee, other Committees and individual College members or staff.
- 3 **Membership**
 - 3.1 Committee members and observers will be required to attend Scottish Executive Committee meetings four times per year

(approx. February, May, August and December) and devote sufficient time to the role to meet the demands of the job. Should any member fail to attend on 4 consecutive occasions their membership may be discontinued. Such matters will be addressed by the Chair of the Committee on a case by case basis as appropriate.

3.2 Each Committee meeting will be conducted in two consecutive sessions, one session solely for voting members of the Committee and the other with members and observers.

3.3 The Scottish Executive Committee shall be comprised of the following voting members

- Chair (Officer for Scotland)
- Four Regional Representatives in Paediatrics (North and North East, West of Scotland, East of Scotland and South East of Scotland)
- Two representatives of the Trainees in Scotland who shall attend in rotation
- SAS Representative
- Chair of the Child Protection subcommittee
- Academic representative

3.4 Ex-officio members

- President RCPCH, ex-officio member
- Registrar RCPCH, ex-officio member

3.5 Observers

- Scottish Colleges Committee on Children's Surgical Services
- Scottish Association of Community Child Health
- Royal College of RCPsyc
- Nursing Advisor
- Academy representative
- Scottish Paediatric Society
- Scottish Government
- Lay representative

The Committee have the authority to invite additional members onto the Committee to assist with specific projects.

3.6 The posts of Chair and Regional Representative, will be held for a period of three years with the possibility of a further two-year extension.

3.7 All other Committee posts will be held for a period of three years in the first instance, renewable for a further two years by agreement with the membership of the Committee.

3.8 It is anticipated that the tenure of observers will be the responsibility of their parent body but would normally not be expected to exceed five years.

4 Quorum

4.1 A quorum will be 50% of voting members. A decision taken by Committee which is not quorate must be approved by Council or at a subsequent quorate meeting of the Committee.

5. Secretariat

5.1 The Scottish Executive Committee will be supported by the RCPCH Scotland Team.

5.2 All meetings will be held via MS Teams. RCPCH Scotland Staff will produce a schedule of possible in-person meetings at the start of each calendar year.

6. Committee Papers

6.1 All papers are confidential, unless otherwise stated.

6.2 RCPCH Scotland Staff will approach Committee members at three weeks before the date of the Committee meeting to request agenda items and papers. Committee papers should be submitted to RCPCH Scotland Staff in the correct format two weeks before the meeting.

6.3 Committee papers will be issued one week before the date of the meeting. Papers or reports tabled at the meeting will not be accepted.

6.4 RCPCH Scotland Staff will aim to distribute minutes of Committee meetings within a month of the meeting.

7. Financial Support

7.1 The RCPCH will support the cost of hosting meetings and reimburse travel expenses for voting members. Observers' costs should be covered by representative parent bodies.

9 February 2022