

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

Council agreed these terms of reference for the RCoA Welsh Board on 6 July 2022.

TERMS OF REFERENCE

Royal College of Anaesthetists Welsh Board

1. Introduction

These Terms of Reference are to guide the workings of the Royal College of Anaesthetists Welsh 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 Wales.

2. Responsibilities

- 2.1 To keep under review matters relating to training in, and the practice of, anaesthesia in Wales and to make recommendations to Council in regard to any matter of direct relevance to Wales.
- 2.2 To undertake discussions and consultation with the health department of the Welsh Government on matters relating to training in, and the practice of, anaesthesia in Wales.
- 2.3 To arrange direct communication between the President of the RCoA with the Chief Medical Officer, the ministers and other officials of the Welsh 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 Wales and the College.
- 2.5 Requests for representatives to relevant organisations in Wales 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.
- 2.6 The representation provided to the Academy of Medical Royal Colleges and Faculties in Wales shall normally be by the Chair of the Board or a designated Board Member, including co-opted members, approved by the Chair.

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

- 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 Wales 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 Wales 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 Wales.
- b Up to twelve elected Consultant, Staff Grade, Associate Specialist/Specialist Grade members being Fellows working in each of the health boards / hospitals in Wales.

Aneurin Bevan, Cardiff & Vale and Swansea Bay University Health Boards will have one representative from each health board as they function as a single unit. Betsi Cadwaladr, Cwm Taf Morgannwg and Hywel Dda will have separate representation from 3 hospitals each. The representatives should be registered with the GMC.

Election of representative will take place when more than one representative wish to stand. Names shall be forwarded to the Chair to ensure candidates are in good standing with the College. Candidates will provide a short statement of intent which will be circulated to all Consultants, Staff and Associate Specialist and Specialists in the relevant anaesthetic department. Polling will be conducted by the College.

- c One elected member being a Fellow or Member working in Wales who is a Staff, Associate Specialist (SAS) or Specialist Grade, elected by SAS doctors working in Wales if they can be identified, failing that Fellows, Associate Fellows, Members and Associate Members working in Wales.
- d Three trainee representatives, one for each stage of training, as elected by HEIW Specialist Training Committee for anaesthesia. One of the trainees, training in Wales, registered with the College and holding the FRCA will represent Wales on the RCoA trainee committee.

Ex Officio Members

- e The President, who may be represented by a Vice-President.
- f The RCoA Regional Adviser Anaesthetics Wales.
- g The Head of Specialty School Anaesthesia, HEIW.
- h The Regional Adviser Intensive Care Medicine Wales.
- i The Regional Adviser Pain Medicine Wales.

- j** An AoA representative nominated by the AoA council.
- k** One lay member of the Patient Lay Committee, normally resident in Wales, and selected in such a manner as shall be determined by College Council.
- l** A Clinical Director or equivalent representative normally resident in Wales and selected in such a manner as shall be determined by the Board.

Co-opted Members

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

Corresponding Members

- n** The President of the Society of Anaesthetists of Wales (SAW).
- o** The President of the Paediatric Anaesthetists Group in Wales (PAGW).
- p** The Chair of the Welsh Intensive Care Society (WICS).
- q** The Chair of the Welsh Pain Society (WPS).
- r** The Chair of the All Wales Airway Group (AWAG).

In attendance

- s** A representative of the College senior management (usually the Chief Executive or a director).
- t** 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 Wales.
- c** Elected members shall serve for an initial term of 3 years and shall be eligible for one further term of 3 years.
- d** The elected Trainee representatives shall serve for their term as HEIW trainee representative. Terms of office will normally commence in October.
- e** A co-opted member or observer shall serve for the period prescribed by the Board.
- b** Those present "In attendance" as appropriate.
- c** 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 or a regional advisor.
- 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 up to of 3 years. Extension beyond 3 years may be allowed at the discretion of Council.
- 3.6 The quorum of the Board shall be a minimum of 4 of those board members identified in 3.1 a, b, c and d, with a minimum of 3 health boards (50%) represented.

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 Wales.
- 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.

Royal College of Anaesthetists

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