

TERMS OF REFERENCE
of
THE PAEDIATRIC CONTINENCE FORUM

JUNE 2017

1. Name

The organisation is called The Paediatric Continence Forum, abbreviated to the PCF.

2. Aims

The aims of the organisation are:

a) To increase awareness and understanding within NHS England and its equivalent in the devolved nations, the Government and amongst service commissioners, managers and practitioners of:

- The need for integrated, community-based paediatric continence services to be available to all children and parents nationally and on an equal basis
- The principles of good practice and the key elements in the design of such services
- The savings to be made from running proper integrated services, with improved clinical outcomes

b) To improve the level of integration of existing community-based, paediatric continence services nationally and to encourage the establishment of new services, where necessary, in order to move towards a fully integrated service within each CCG, Health Board or equivalent.

c) For paediatric continence to be higher on the agenda of national policy-making as both a clinical and public health need.

d) For the PCF to be better known nationally amongst commissioners and national policy-makers and practitioners.

The PCF will achieve the above aims through:

- Publishing and dissemination of resources to aid commissioning
- Lobbying and campaigning
- Researching and publishing data on paediatric continence services nationally

3. Membership

Clinical and Company Members (who attend PCF meetings): open to any individual, organisation or company who wish to promote the aims of the PCF and who are:

- Professionals working in health and education roles relevant to paediatric continence, or
- Representatives of companies involved in the paediatric continence area.

Clinical and Parent Supporters (who support the organisation through giving the PCF feedback on local issues. Supporters receive at least six-monthly emails about the work of

the PCF, but do not attend PCF meetings): open to any parent of a child with a continence problem, any young person with experience of bladder or bowel problems, and any professional working in health and education roles relevant to paediatric continence.

The role and admission of Members

See the document: Paediatric Continence Forum - Role description for Members for more details.

- Decisions about admission of new Members are taken at the Forum's AGM through a majority decision.
- Each organisation is free to choose the representative they wish to send to PCF meetings.

4. Leadership and Terms of Office

The role of the Chair

- To manage the Membership of the Forum and to coordinate and chair its meetings
- To oversee engagement activities
- To lead the promotion of the Forum

See the document: Role description - Chair of the Paediatric Continence Forum for more details.

The role of the Vice-Chair

- To support the role of the Chair

See the document: Role description - Vice-Chair of the Paediatric Continence Forum for more details.

Terms of Office: Chair and Vice-Chair

From the inception of these Terms & Conditions, the Chair and Vice-Chair should be in post for a maximum of three years.

Decisions about these posts should be taken at the Forum's AGM:

- Nominations by Members of the Forum
- Elections to take place in the event of more than one nomination

5. The role of the Secretariat to the PCF

In conjunction with the Chair and Vice Chair, the Secretariat will:

- Provide effective communication with the Members, keeping them regularly updated on relevant political developments
- Advise on political and campaign strategy and inform on key stakeholders

- Draft letters, attend meetings and provide pre- and post-meeting reports
- Carry out research, such as FOI requests, and analysis reports
- Identify and draft responses to government consultations
- Provide regular email updates to the PCF's clinical and parent supporters
- Organise membership meetings three times a year and provide and disseminate minutes, in conjunction with the Chair
- Update the PCF website and maintain the PCF's Twitter account
- Organise the finances of the PCF, including invoicing and expenses

6. Finances

- The financial year for the Forum ends on 31st October.
- The annual subscription for company members is currently set at the rate of £6,500. This sum may vary from year to year.
- Invoices shall be issued by and paid to the Secretariat for the Company Members' fees and are payable on the date determined by the Forum.
- The Secretariat will keep a record of money paid by Company Members, expenses incurred and any surplus funds.

7. Meetings (General Membership Meetings, Annual General Meetings and Extraordinary Meetings)

- A quorum for all meetings is five members.
- General memberships meetings will be held three times a year. All members will be given notice of the meetings plus copies of the minutes, recording discussions and decisions made.
- An Annual General Meeting is held once a year (as part of a General Meeting) at a time and place agreed by the Membership. Notice of the AGM shall be given not less than 28 days prior to the AGM, together with a call for nominations for the Chair and Vice Chair posts and motions for discussion.
- An Extraordinary General Meeting can be called by the Membership group within 30 days of a written notice of at least 25% of the Members.

8. Effect of ceasing to be a Member

On ceasing to be a Member of the PCF, a person forfeits all rights to and claim upon the organisation and its property and funds.

9. Appointment of PCF Secretariat

There is an option of changing the company that provides the Secretariat/Advice service to the PCF as called by a written notice of at least 25% of the Members, or by 28 days written notice from the existing company (The Whitehouse Consultancy). This will be discussed at an Extraordinary General Meeting.

10. Amendment of rules

These rules may be added to, repealed or amended by a resolution passed at any Membership meeting by a vote of a majority of at least two-thirds of the members.

PD 27/06/2017