

## Terms of Reference

### Sustainable Kidney Care Committee

#### Purpose of committee/how it supports our mission

The Sustainable Kidney Care Committee (the Committee) aims to provide national-level leadership, guidance and support for UK renal services in their transition to NHS carbon net zero ambitions and in their mitigation of other environmental impacts through collaborative working with all members and component sections of the UKKA, national stakeholder organisations, the wider NHS, international partners and industry.

#### Accountability

The Committee is a standing committee of UKKA and reports directly to the clinical vice presidents (medical and multi-professional team)

#### Responsibilities

- Education of renal healthcare professionals and patient communities in the principles of sustainable healthcare in general and sustainable kidney care, in particular
- Programmes of work, as directed by the co-chairs, to meet net zero ambitions and mitigate other environmental impacts; these programmes will include annualised, definable objectives
- Embedding sustainable kidney care across the spectrum of work of the UKKA, including through the development of mandatory standards for practice, procurement and infrastructure
- Holding of relevant sustainable kidney care forums to ensure that work areas are reviewed and identified, and good practice is shared
- Working with the UK Renal Registry (UKRR) in developing benchmarking datasets to allow inter-service and international comparisons
- Identification and liaison with UK-based stakeholder organisations and contribution to national policy through Greener NHS
- Liaison with sister organisations, internationally
- Development of industry collaborations, to include timely testing and implementation of innovations in sustainable kidney care
- The co-chairs, with support from the UKKA secretariat, are responsible for keeping the committee's website area up to date with information about the current committee membership, minutes of committee meetings and other relevant documents

- The co-chairs, with support from the UKKA secretariat, are responsible for keeping the membership of the Association informed of the committee's activities through the website, UKKA monthly news, and other appropriate communications strategies

## Membership

The Committee comprises:

### *Voting and quorum-defining membership:*

- The two co-chairs: a consultant nephrologist and a member of the multi-professional team
- The Medical Director of the Centre for Sustainable Healthcare
- A representative of the UKRR
- Patient representation (including links to NKF and KCUK)
- An SpR (links to the Renal SpR Club)
- Renal technologists (links to the ART)
- A renal pharmacist (links to the Renal Pharmacy group)
- The Chair, Sustainable Healthcare Coalition
- Renal nurses with the aim of covering all the UK nations (links to ANN UK)
- A paediatric nephrologist (links to BAPN)
- A renal dietitian (links to Renal Nutrition Specialist Group)
- Programme workstream leads

The optimum number of committee members to maintain functionality and inclusivity may vary; the co-chairs will ensure that the Committee is representative of the entire UKKA membership, with particular attention to ensuring balance between skills, disciplines, and geographical location. The co-chairs will also define quorum and voting rights for each iteration of main Committee membership.

Members of the Committee usually serve for no more than three years, renewable for a second and final term of three years

Members of the Committee are expected to attend at least three committee meetings annually and contribute actively to the work of the committee as required by the co-chairs

It is envisaged that the committee will establish specific workstreams, led by committee members. These workstreams may require co-opted and/or membership based on expressions of interest to UKKA members.

## Committee rules

- The appointment of the co-chairs is ratified by the UKKA Trustees
- The co-chairs will normally serve for three years plus an additional discretionary one year, whilst ensuring a 6 month hiatus between changes of individual co-chairs to ensure continuity of Committee business
- A co-chair or nominated member will represent the Committee, as required, in other Association committees and Special Interest Groups
- Expressions of interest for Committee membership are reviewed and appointments made on the recommendation of the co-chairs and in accordance with UKKA rules on committee structure
- Committee leadership is ratified by the Governance and Nominations Committee
- Voting members of the Committee usually serve for no more than three years, renewable for a second and final term of three years
- Voting members of the Committee are expected to attend at least three committee meetings annually and contribute actively to the work of the committee as required by the co-chairs
- The Committee meets at least quarterly; in addition, Committee business is maintained using e-mail and telephone communications between meetings and through individual working groups
- The co-chairs prepare written reports of the business of the Committee for the clinical vice presidents and the UKKA executive council, or delegates this task to a secretary chosen from the Committee membership
- To be quorate the Committee must have a minimum of one co-chair and 50% of the committee's voting membership
- Any member not attending two consecutive meetings or seconding a deputy to represent them at the meeting may be replaced at the discretion of the co-chairs
- Decisions are taken in the same way as dictated in the Articles for the Board
- The Committee is supported by the CEO and UKKA secretariat, and agendas are agreed by the co-chairs and circulated at least two weeks before the meeting
- Other papers are circulated a week before the meeting
- Minutes are taken and kept in the archive
- The co-chairs will, when required, appoint leads for individual workstreams
- Membership of individual workstreams will be at the discretion of the workstream lead and co-chairs