

Terms of reference

Clinical Services committee

Purpose of committee/how it supports our mission

The clinical services committee (the committee) provides a direct link to the clinical directors of renal units throughout the UK. This includes a significant role to link to colleagues in the devolved nations. The committee therefore provides an ideal opportunity to support clinical leaders in delivering high quality patient care. The committee has a crucial standing role within UK Kidney Association (UKKA) in supporting clinical service leadership as a core role of UKKA.

Accountability

The committee is a subcommittee of the clinical affairs committee and reports directly to it.

Responsibilities

- The committee undertakes programmes of work as directed by the chair in response to a brief provided by the clinical affairs committee
- This work includes planning an annual clinical directors' forum, collaborating with other agencies interested in the provision of services, examining the delivery of renal services, highlighting service provision needs and supporting opportunities for service development. The committee may be asked to contribute to strategy around Work Force Planning, offer support to initiatives such as the Patient Reported Experience Measure or the Living Donor Network, and contribute to responses to specific consultations.
- The committee works with the UK Renal Registry (UKRR) to assist in the provision of accurate timely data and to develop specific audits to reduce unwarranted variation
- The committee works with the UKKA to develop specific responses to regional and national issues including modifications needed to align with regional commissioning and service provision in the devolved nations.
- The committee identifies a work programme and key messages to place the UKKA in a position to influence national policy. This includes a liaison role with the regional network structure currently run by NHSe.
- The chair is 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 (supported by the UKKA secretariat)
- The chair is 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. The chair may choose to develop a regular newsletter for Clinical Directors.
- Core UKKA support for the committee will comprise: support with identification of membership from relevant clinical and academic committees and core structures of UKKA; organization of meetings; taking and distributing notes from meetings; formatting and dissemination of outputs; supporting the time lining of the work streams; communication on behalf of the committee.



Membership

The committee comprises:

- Twelve members of the association, representing the nine English regions plus one representative each from Wales, Scotland and Northern Ireland. These members will either be or work closely with the clinical lead of the local renal network, and therefore maintain strong links with their local region.
- The chair serves as representative for their own region
- Vice chair, appointed by the chair
- Two representatives of the BAPN
- President (ex officio)
- Medical Clinical Vice President (ex officio)
- Other ex officio members are nominees of the:
 - British Transplantation Society
 - Representative, non-consultant career grades in nephrology
 - Specialist Registrar Club representing Renal Trainee doctors

Committee rules

- The role of chair is open to any member of the association in good standing and is advertised within the association via the UKKA monthly news
- Applications are reviewed and appointments made in accordance with the UKKA's equality and diversity statement
- The appointment is ratified by the trustees
- The appointments panel or the appointed chair may if thought appropriate, appoint a deputy chair to assist in the running of the committee
- The chair normally serves for three years plus an additional discretionary one year
- The chair has current or past experience as clinical director or renal network director
- The chair is a member of the clinical affairs committee
- The chair is an invited member of the council as and when the agenda requires
- Committee membership is open to any member of the association in good standing and expressions of interest are sought via the UKKA monthly news

- Expressions of interest are reviewed and appointments made on the recommendation of the Chair and Vice Chair and in accordance with the UKKA's equality and diversity statement
- Committee membership is ratified by the governance and nominations committee
- 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 one committee meeting annually and contribute actively to the work of the committee as required by the chair
- The committee meets at least three times per year (at least one of which should be a face-to-face meeting); in addition committee business is maintained using e-mail and telephone communications between meetings
- At least every 6 months, the chair prepares written reports of the business of the committee for the clinical affairs committee and the UKKA council, or delegates this task to a secretary chosen from the committee membership
- To be quorate the committee must have a minimum of the chair or deputy chair who chairs the meeting and 50% of the committee's 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 chair
- Decisions are taken in the same way as dictated in the Articles for the board
- The Committee is supported by the UKKA secretariat and staff and agendas are agreed by the chair and circulated at least two weeks before the meeting
- Other papers are circulated a week before the meeting
- Minutes are taken by the secretariat and kept in the archive.

Task and finish groups

The committee may establish task and finish groups or subcommittees with the appropriate membership to execute its responsibilities while maintaining responsibility and monitoring progress, quality and cost.

Key objectives

2022

2023

2024

Risk management

Risks to achieving the key objectives are escalated to the CEO and staff who inform appropriate trustees and record them on the corporate risk register.

Date agreed

August 2022

Date reviewed

August 2022

Corporate sponsorship

To be confirmed