



**LAY ADVISORY GROUP
CONSTITUTION AND TERMS OF REFERENCE
June 2021**

1. CONSTITUTION

- 1.1. The Executive Board (“Executive Board”) through consultation with the Council (“Council”) of the Royal College of Physicians and Surgeons of Glasgow (“College”) has resolved to adopt this constitution to regulate the function and define the responsibilities of the Lay Advisory Group (“Group”), previously known as the Lay Advisory Board of the Royal College.
- 1.2. The Lay Advisory Group is constituted to bring together the volunteer Lay Advisors (i.e. non-medical, non-surgical, non-dental, non-travel medicine or non-podiatric medicine professionals) who contribute to the work of the College, through its Boards, Committees and Working Groups and other bodies with which the College collaborates.

2. MEMBERSHIP

- 2.1. Membership of the Lay Advisory Group shall consist of those individuals who have been appointed, based on their skills, knowledge and experience, as Lay Advisors to specific College Boards, Committees and Working Groups
- 2.2. Lay Advisors to College Boards, Committees and Working Groups shall be appointed by open advertisement and selection process.
- 2.3. The President, Honorary Secretary and other members of College Council shall participate in meetings of the Lay Advisory Group as and when required.
- 2.4. Normally there will be c.15 Lay Advisors contributing to the work of the College at any given time.
- 2.5. One Lay Advisor will be appointed Chair of the Lay Advisory Group and will Chair meetings of the Group.
- 2.6. The Chief Executive Officer (CEO) and/or Deputy CEO will attend and support meetings of the Lay Advisory Group.

3. DURATION OF APPOINTMENTS

- 3.1. Lay Advisor appointments shall normally be made for a term of three years and may, in consultation with the Chair of the relevant Board, Committee or Working Group, be extended to one further term of three years.
- 3.2. The Chair of the Lay Advisory Group shall be either appointed specifically to this position or selected by the Lay Advisory Group from the appointed Lay Advisors
- 3.3. The Chair of the Lay Advisory Group shall be appointed for a term of three years with the option of a further term of three years.
- 3.4. The Chair shall be appointed as the advisory co-optee on College Council and be expected to attend meetings of Council.
- 3.5. The Chair will play an active role in the College Fellowship Committee assessing medical and surgical applications for membership and fellowship based on defined criteria.

4. MEETINGS

- 4.1. Lay Advisors will be expected to attend individual Board, Committee or Working Group meetings as per the constitution, on average this is 3-4 times per year.
- 4.2. Lay Advisors will come together as a Group 3-4 times per year, or as often as is considered necessary.
- 4.3. Meetings of the Group shall be held at such time and in such format (in person and/or virtually) as may be specified in the notice convening the meeting.
- 4.4. Lay Advisors are expected to attend at least 70% of all meetings either in person or virtually.
- 4.5. Notices of all meetings, together with an agenda of the matters to be discussed and any relevant papers shall be distributed at least 7 days before the date of the next meeting.



5. TERMS OF REFERENCE

The main roles and responsibilities of a Lay Advisory shall be: -

- 5.1. To provide lay input on matters relating to the work of the College, Boards, Committees or Working Groups in line with College's purpose, values and strategic priorities.
- 5.2. To represent the College on intercollegiate committees when specific lay representation is required.
- 5.3. To comment on and/or respond to appropriate health related consultations and/or papers, policy documents from a lay perspective as directed by the Honorary Secretary and in line with the consultation Process (see Appendix 1).
- 5.4. To provide a pool of lay representatives who can serve on other professional medical bodies associated with the College e.g. Academy of Medical Royal colleges (AoMRC) Patient Liaison Group.
- 5.5. To provide a potential source of lay examiners for College and intercollegiate examinations.
- 5.6. To contribute to discussion and debate, within College, both directly and indirectly on matters which are of interest to the College and the wider general public.
- 5.7. To respond to relevant requests from the Executive Board and/or College Council asking for comment.

6. CONFIDENTIALITY

- 6.1. Lay Advisors shall treat all information and documents provided to him/her in the course of their duties as confidential except a) when authorised by Honorary Secretary or b) when legally permitted to do so.
- 6.2. Lay Advisors must pay particular attention to protect personal data in accordance with the principles of the General Data Protection Regulation (GDPR) which in the UK have been incorporated into the UK Data Protection Act 2018 (DPA ACT) 2021 Update.
- 6.3. Lay Advisors must comply with the College GDPR policy which you are asked to acknowledge receipt and review of (see Appendix 2)
- 6.4. Lay Advisors must not use confidential information acquired in the course of their duties for personal advantage.
- 6.5. Lay Advisors will be asked to sign a Declaration of Oath upon appointment (see Appendix 3).

7. CONFLICT OF INTEREST

- 7.1. Lay Advisors, when acting in his/her capacity as such, must put the interests of the College before his/her own personal and/or professional interests.
- 7.2. Lay Advisors must declare any potential conflict to the Chairperson of the Board, committee or working Group at the earliest opportunity.

8. PROTECTING THE COLLEGE REPUTATION

- 8.1. Lay Advisors shall not speak, in his/her capacity, to the media or in a public forum without the prior knowledge and approval (see Appendix 4) of the President, Honorary Secretary, Chief Executive Officer and/or Head of communications and Marketing.
- 8.2. When a Lay Advisor is speaking in his/her capacity, his/her comments must reflect current College policy even when these do not agree with his/her personal views.
- 8.3. When speaking as a private citizen, a Lay Advisor will strive to uphold the values and reputation of the College and those who work in it.



9. REPORTING

- 9.1. The notes and actions agreed at meetings of the Lay Advisory Group will be included for reference on the agenda of each Council meeting.

10. AUTHORITY AND RESOURCES

- 10.1. Lay Advisory Group is duly authorised by College Executive Board through consultation with College Council to review any activity within its Terms of Reference.
- 10.2. Lay Advisory Group will be supported and administered by a member of staff nominated by the CEO/Deputy CEO.

11. AMENDMENT

- 11.1. This Constitution may only be amended by a resolution of the College Executive Board. through consultation with College Council.



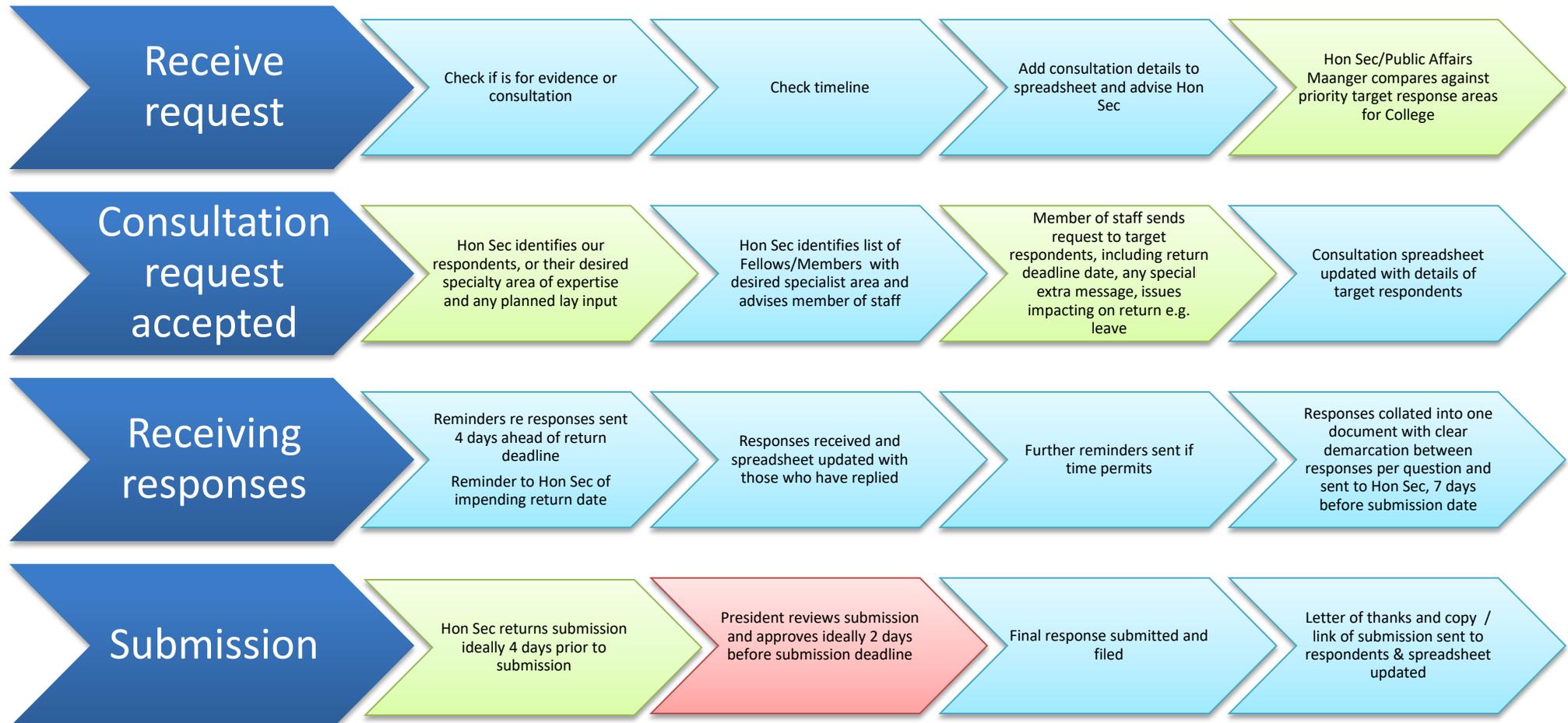
Appendix 1 – Consultation Process

Overview

- The College aims to obtain at least three responses to each consultation before a response will be submitted
- Those identified as appropriate to contribute will be sent the request via email. It is essential to confirm whether or not you can contribute
- All responses should be written on the word or editable PDF template response form which will be provided. These forms are used to collate responses and therefore must be used. (This will either be the template provided by the consultation or the College template). Completed template should be returned to the College and not directly to the organisation.
- All links or other routes through which the response might be sent direct to the consultation host will be removed
- The return deadline date will be highlighted. Please note turnaround time can often be very short.



Process





ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

Appendix 2 – GDPR Policy Documents (To be Added)



Appendix 3 – Declaration of Oath

Lay Advisor Declaration of Oath

Please complete this form and return to Administrator of respective Board, Committee or Working Group

Name

Date of appointment as Lay Advisor

Name of board, committee or Working Group appointed to _____

Duration of appointment _____

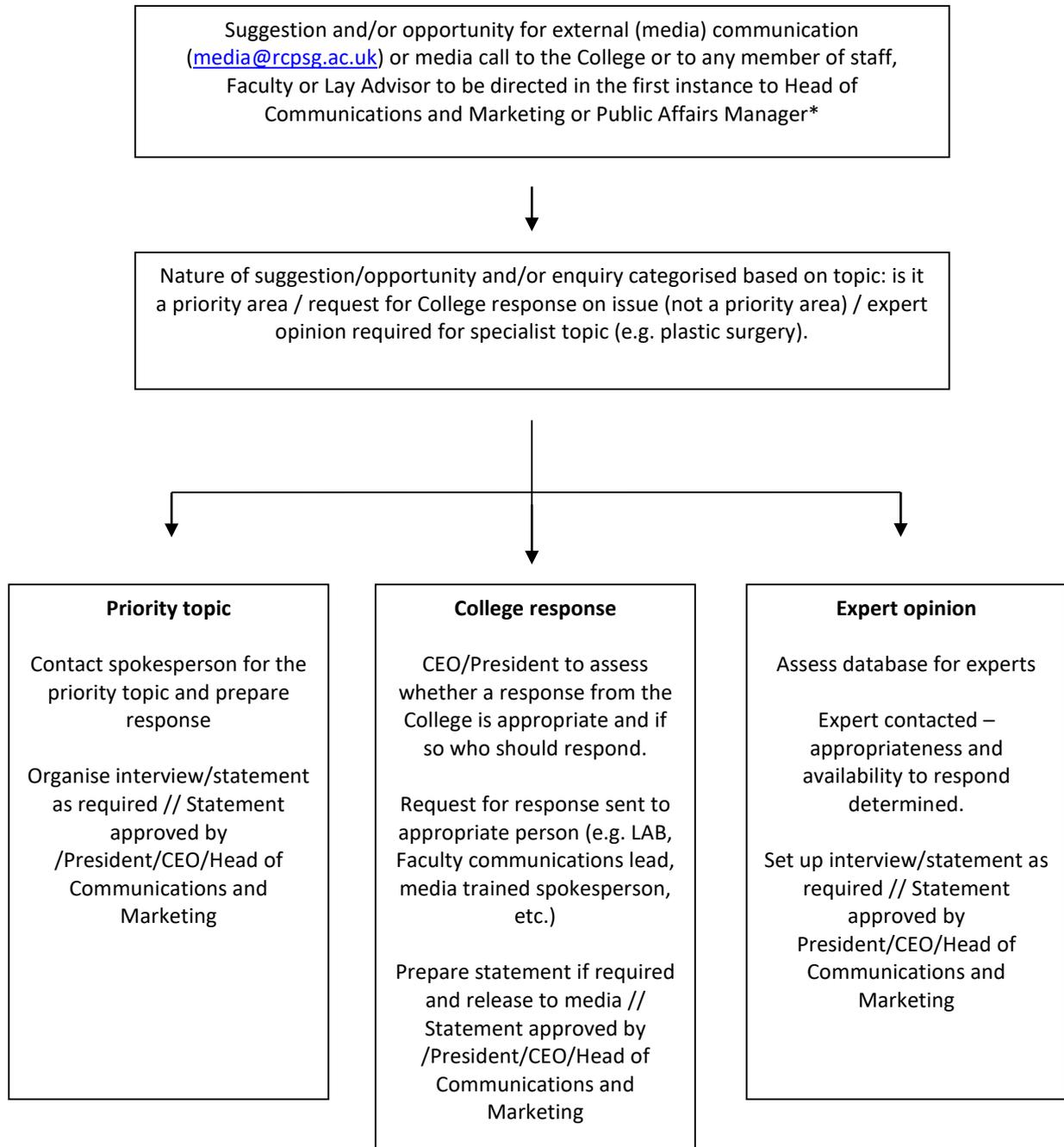
I acknowledge and understand my responsibilities as a Lay Advisor to the Royal College of Physicians and Surgeons of Glasgow.

I will comply with all regulations and by-laws made, and to be made, by the College, and will do nothing which in the opinion of the College is prejudicial to the interest of, or derogatory to the honour of the College or of the healthcare profession.

Signature Date



Appendix4 – External Communications Approval Process



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