

Sustainability Group – Terms of Reference



The ROYAL COLLEGE of
OPHTHALMOLOGISTS

With increasingly limited resources and environmental stress, it is important to actively develop ophthalmic services which are sustainable in the long term and which protect the environment. This can be done by improving resource usage and limiting waste. Sustainability of eye care requires an assessment of its financial, social and environmental impacts, the triple bottom line. This is sometimes also described as profit, people and planet.

Purpose / aims

- To promote the understanding and importance of sustainability in the ophthalmic healthcare sector.
- To support the College in advocating and leading on sustainability in ophthalmology.
- To support the development of sustainable ophthalmic services and eye care.

Functions/delivery of aims

1. Promote, offer advice to and answer queries for College staff, officers and committees, and externally, on sustainability issues in ophthalmology
2. Contribute to embedding sustainability in ophthalmology across all College activities
3. Identify and disseminate good sustainable practice in ophthalmology within the sector
4. Work to expand staffing resource for sustainability in ophthalmology e.g. a sustainability fellowship
5. Support prizes for sustainability success
6. Liaise with other relevant groups external such as the Academy of Medical Royal Colleges, the Centre for Sustainable Health Care, Vision UK, Department of Health and industry
7. Support ophthalmic services to access sustainability assessments
8. Promote research into sustainability in ophthalmology

Composition

- Chair
- Chair of Professional Standards or member of Professional Support Department
- Representative from The Centre for Sustainable Healthcare
- Representative from VISION UK
- Two other College members, recruited openly or at the discretion of the Chair
- Trainee representative
- Lay Advisory Group representative
- Representatives from ophthalmology industry with interest in sustainability at the discretion of the Chair (usually no more than 4)

Sustainability Group – Terms of Reference



- Other regular members (usually no more than 2) will be drawn from college membership or externally based on the demonstration of skills or knowledge that would be of value to the functioning of the group; other members may be co-opted on a similar basis for relevant specific time limited workstreams
- Any College officer may attend any group or committee

Members will generally serve for a period of three years, renewable once but this is at the discretion of the Chair in consultation with the Chair of Professional Standards.

Chair

The Chair will be appointed by an open application process. All UK based College members who hold a substantive post and who can demonstrate expertise and a track record in sustainability are eligible to apply.

Term – 3 years (renewable for three years)

The Chair will oversee any sustainability prizes liaising with other College staff or officers.

Reporting and Committee Membership

The group shall report to the Professional Standards Committee.

Process

The Group will meet three to four times a year including at the College Annual Congress and will aim to utilise virtual methods where possible. Topics may be discussed by email in between meetings. Members are expected to read the meeting papers in advance of the meeting and these will be sent one to two weeks before by email and may include several enclosures.

The content of meeting will be minuted by a member of the College staff and will be placed before the next Professional Standards Committee.

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

Conflicts of interest

The Chair is expected to complete and update regularly a declaration of interests. All other members are expected to declare any interests which may be (or which could reasonably be perceived by others to be) a conflict of interests in relation to matters under discussion in the committee, or when contributing to authorship of documents originating from the committee.

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Members should withdraw from any discussions where there might be a conflict, if appropriate.

Quorum

The quorum of the Sustainability Group shall be 4 full members.

Voting

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be carried by a simple majority and the Chair may choose to have the casting vote.

General

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

Membership of the group shall be terminated if there is repeated non-attendance at meetings.

No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.

Ordinarily, no member may be paid or accept payment in cash or kind for work undertaken on behalf of the group or the College. However, if this is necessary, under exceptional circumstances, it should be discussed in advance with the Honorary Treasurer and Chair of the SAS Group. Expenses to attend group meetings and committee meetings at the College will be met at the usual College rates. Expenses for all other meetings will only be paid with the prior approval of the Honorary Treasurer or the Chief Executive.

The Sustainability Group shall abide by the Charter, Ordinances and Bye-laws of the College.

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