

### Policy Committee – Terms of Reference

1. **Purpose**

The purpose of the Policy Committee is to provide strategic oversight, guidance, and direction on policy development and public affairs to help enable the College to meet its strategic aim of realising change through our leadership voice. The Committee reports to Council.

1. **Main Activities**
   1. To inform the development and approval of the Policy and Public Affairs strategy, alongside the policy priorities and workstreams which underpin the strategy
   2. To review and endorse consultation responses and policy publications
   3. To ensure policy positions are evidence-based, aligned with the College’s values
   4. To enable member engagement in policy development
   5. To contribute to the evaluation of the impact of policy and public affairs activities
   6. To advise other College committees on relevant matters as requested
2. **Status of Committee**
   1. The Committee is not authorised to make decisions other than in accordance with these terms of reference.
   2. The Committee is a subcommittee of Council.
3. **Membership**
   1. The Committee shall consist of a maximum of 12 members. All members serve a 3 year term (where relevant) with a further 3 years subject to confirmation. Those members shall be:  
      1. President (the Chair)
      2. Director of Policy and Engagement
      3. Vice President
      4. Chair/Representative of the Ophthalmologists in Training Group
      5. Chair/Representative of the Staff and Associate Specialist Committee
      6. Chair/Representative of the Lay Advisory Group
      7. Chair/Representative of the Quality, Audit and Standards Committee
      8. Chair/Representative of the Training Committee
      9. Director of Quality Improvement and Research
      10. Director of Education, Training and Events
      11. Policy Manager
      12. Senior Policy and Public Affairs Officer
   2. The Chair shall be responsible for chairing meetings, circulating agreed action points, and ensuring the Committee meets the key progress indicators outlined in its annual workplan.
4. **Meetings**
   1. Meetings will occur virtually three times each year. The majority of work is expected to be undertaken in-between meetings, and ad-hoc virtual meetings may be organised when a specific need is identified by the Chair.
   2. Notices of meetings shall be given by email.
   3. Repeated absence of three or more missed meetings and/or an inability to contribute to the work of the Committee will result in removal subject to review by the Chair.
   4. The Chair shall preside at every meeting or if they are unable to do so, the Chair will nominate another member of the Committee to preside as Chair in their place for that meeting.
5. **Quorum**

6.1 All members are expected to attend meetings. However, the quorum is half the members plus one.

6.2 Where any decisions need to be taken, this will be done by consensus. If consensus is not possible, decisions will be taken by simple majority voting.

1. Reporting requirements
   1. The Committee shall circulate agreed action points to Committee members within one week of meetings. A copy of these action points, alongside any relevant supplementary information, will be sent to Council ahead of each Council meeting.
   2. Council may, from time to time at their discretion, seek any further information in relation to the discharge of the Committee’s functions.
   3. The Committee shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register.
2. **Confidentiality**

All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting related work.

1. **Conflicts of interest**

All non-College staff members must submit a declaration of interest form annually to the Chair. It is the responsibility of members to inform the Chair if a new conflict of interest arises. Members with a direct or perceived conflict of interest shall recuse themselves from the meeting.

1. **General**
   1. The operational management of the Committee, and any work arising from it, are the responsibility of College staff. The role of members is to advise and provide a wider perspective.
   2. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
   3. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee/Sub-Committee/Working Group without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
   4. Expenses to attend meetings shall be met at the usual College rates. Expenses for any other meetings either in the College or outside will only be paid with the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive Officer.
   5. As a group set up within the College, and under the terms of its Charter, the Committee may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.
2. **Variation or Termination**

These terms of reference shall be reviewed every twoyears and shall remain in force until varied or revoked by the Board of Trustees.

**Date of publication**: February 2025

**Review date**: January 2027