



ALLIED HEALTH PROFESSIONS FEDERATION, SCOTLAND
TERMS OF REFERENCE

1. Title of the Organisation: The Allied Health Professions Federation Scotland (AHPFS)

2. Mission

AHPFS will provide collective leadership and representation for its member professional bodies. It will engage with and influence health, social care and any other relevant policy area that impact across the member professions in Scotland.

3. Membership

AHPFS offers membership to professional bodies who are members of AHPF (UK). AHPFS will only seek to represent those professional bodies who wish to be members. i.e.

- The Association of Professional Music Therapists (APMT)
- The British Association of Art Therapists (BAAT)
- The British Association of Dramatherapists (BADTh)
- The British Dietetic Association (BDA)
- British Association of Prosthetists and Orthotists (BAPO)
- British and Irish Orthoptic Society (BIOS)
- British Association/College of Occupational Therapists (COT)
- Chartered Society of Physiotherapy (CSP)
- Royal College of Speech and Language Therapists (RCSLT)
- Society and College of Radiographers (SCoR)
- The Society of Chiropodists and Podiatrists (SCP)
- The College of Paramedics (CoP)

In order to meet changing needs, the Board reserves the right to co-opt members and to establish committees or working groups to address specific issues on a time limited basis provided these can be funded from within the Board's budget.

4. Aims and objectives

The AHPFS seeks to influence on common issues affecting the majority of member professions including but not limited to legislation, policy direction, planning, management and delivery of health and social care in Scotland by for example:

- Developing and sustaining networks to broaden and strengthen the sphere of influence
- Campaigning on specific areas of joint concern (affecting the professions themselves or the clients / carers they serve)
- Promoting the contribution of the professions and professional bodies to health, social care and any other relevant policy area.
- Being recognised as a strong credible voice and an essential partner for the delivery of government objectives on issues of commonality
- Providing leadership and support to member professions and Board members as they seek to develop their role in influencing policy and practice

5. Operation

Meeting frequency and quorum:

The Board will meet four times a year and deemed to be quorate with four member organisations present in addition to the Chair and Vice Chair.

Voting:

In case of a vote being required, each member organisation has one vote.

AHPFS Action Planning:

Areas of joint concern are identified and key priorities defined annually by the Board. Other opportunities for influencing may come up during the year, which the Board may deem of key joint concern and will be prioritised against current work. Action plans include identification of named lead and time limited goals.

6. Board Members

Numbers of board members / professional body

Each eligible member professional body is entitled to two seats on the AHPFS Board (the Board).

One of the two Board seats available to each member professional body can be filled by an (paid) Officer if the professional body so wishes.

Representatives - nomination process

The nomination process for Board members is the responsibility of each eligible professional body.

Board members terms of office

It is expected the term of office for professional body representatives will be at least a year.

Professional body support for AHPFS – expectations

Member professional bodies are expected, at a UK level, to commit to

- Identifying appropriate representatives for AHPFS;
- Supporting and ensuring sustained representation on AHPFS and

- Ensuring their AHPFS representatives establish and maintain strong communication with professional body members at Scotland and UK levels to ensure accountability and governance.

7. Office Bearers

A chair, vice-chair and any other office bearers as deemed necessary by the Board to carry out its work, will be elected by the Board but must be a member of one of the member organisations.

8. Election of office bearers and hand over:

Member organisations can nominate one of their own members from outwith the Board if they so wish but cannot elect an employee of a member organisation. Office bearers will normally hold office for two year tenure from June to June, with a maximum of two consecutive terms of office.

The Board can instigate a vote of no confidence in the chair or vice chair, or both, during the period of tenure.

The member organisation providing the chair will be entitled to send an additional Board member to meetings in order to have two seats.

The outgoing chair will be invited to attend two further meetings following election of a new chair to provide support and transition for the new chair.

9. Role of chair person:

The roles of the chair are to be split such that the chair undertakes the leadership tasks which the current AHPFS members think are reasonable. Remaining tasks will be delegated to the vice chair or Board members.

The overarching role of the chair is to ensure the effective and efficient running of AHPFS.

Specific roles of the chair include;

- Chairing meetings of the Board including setting the agenda in collaboration with Board members and the secretary
- Representing the AHPFS externally or alternatively arranging delegation of such tasks to another member of the board
- Coordinating the selection of AHPFS representatives for strategic groups
- Leading the development and implementation of the AHPFS work plan collaboratively with AHPFS members and professional body Scotland policy officers.
- 'Coordinating' the business of the AHPFS
- Linking with AHPF Chair and Director and attend AHPF meetings as required
- Supporting AHPF in monitoring the secretarial contract

10. Role of vice chair:

The vice chair will act to support the chair and carry out any activities listed under the "roles of the chair", at the request of the chair or if the chair is not available.

11. Roles of Board members will include:

- Attending AHPFS meetings
- Doing “tasks” for the AHPFS within the bounds of their day to day employment and professional body resources, including for example leading and contributing to AHPFS work groups and campaigns
- Establishing robust accountability and channels of communication between Board members and their professional bodies, at Scotland and UK levels, to enable Board members to express the view of their professional body.
- Nominating themselves or seeking members of their professional body to represent AHPFS on working groups, at key events etc

12. Secretariat and other Professional body staff

The AHPFS secretary and other such staff, as may be determined by the Board to be required to carry out its work, are empowered to execute the decisions of the Board and to act under instruction of the Chair to ensure day to day running of the Board.

13. Servicing

The Board will be serviced by a secretary and other such staff as may be determined by the Board to be required to carry out its work, at a cost to be determined by the Board and approved and funded by the AHPF (UK).

Staff funded by AHPF (UK) will either be employed directly by a member organisation on behalf of the Board or contracted from a member organisation via a service level agreement.

The secretary and any other staff funded by AHPF (UK) will be managed by the host organisation and subject to its terms and conditions of employment, including appraisal and performance management.

Performance management of AHPFS employees will be managed according to the procedures set out in the contract with the host organisation.

14. Finance

Funding for Board activities will be provided by the AHPF (UK) in accordance with its business case, financial planning and other financial requirements.

The Board’s accounts will be administered by a member organisation.

The Board’s financial year will be the same as the financial year of the member organisation that administers the accounts.