

Faculty of Clinical Informatics Council

Terms of Reference

Overall responsibility

1. The Council and Officers, led by the Chair, have responsibility, delegated from the Board, for setting professional strategy and making decisions about professional policy for the organisation and clinical informatics profession; operational decision-making is delegated to the Executive Team.

Accountability and Delegation

2. The Council reports to the Trustee Board and undertakes the functions delegated to it by the Trustee Board.
3. If there is any dispute about where responsibility lies between the Trustee Board and the Council, it is the responsibility of the Chair of the Trustee Board to resolve it.
4. The Chair of the Trustee Board will make a regular report to Council covering the business of the Trustee Board and their committees (currently Finance, Audit and Remuneration and Governance).
5. The Council may establish committees to support and facilitate the Council in the execution of its responsibilities, subject to approval by the Trustee Board. The Council will always take precedence over its committees.
6. The Council has delegated responsibility to appoint Chairs and Vice Chairs of their committees.
7. Council committees will report to Council at regular intervals as set by Council, with the Chair (or Vice-Chair) of each committee being represented on Council in officio, ex-officio, or reporting capacity, as deemed appropriate by Council. The Chair and Vice-Chair of committees will normally be Fellows of the Faculty. The current committees reporting to Council are:
 - a. Education and Standards
 - b. Membership
8. The Executive Team, on behalf of the Council, will liaise with committee Chairs between Council meetings, such that any work carried out by committees on behalf of Council will be reviewed by both the committee Chair and the Executive Team to ensure that Council requirements have been met. It is at the committee's Chair's discretion as to whether amendments suggested by the Executive Team are incorporated in any document or proposal and whether those amendments require wider committee discussion.

9. The Council has responsibility for establishing and oversight of special interest groups (SIG). A link member from Council will be appointed for each SIG to enable two way communication between Council and the SIG. Reports from SIGs will be provided to Council on an annual basis or more frequently should there be a need to do so. The current SIGs are:
- a. Artificial intelligence
 - b. Diagnosis recording
 - c. Early careers.
 - d. Clinical safety

Membership

10. The Council and Officers will be representative of the membership of the Faculty, i.e. clinical specialities, profession, geographical location, health and social care, direct care providers and those in leadership, managerial or academic positions, as well as all aspects covered under legal statutes and good practice for equality, diversity and inclusivity. To ensure the Council is representative, the Council will co-opt ex-officio members for any area deemed not to be represented by the elected body at any point in time, the tenure of each appointment being set by Council.
11. Currently the Council is formed of 12 members, all drawn from the Fellowship. From May 2020, membership will be extended to Members as well as Fellows. By 2021, membership will be extended to 16 Fellows and Members of the Faculty.
12. Council members elected by Fellows and Members of the Faculty, consisting of twelve members, including a Chair Elect, and four officers as follows:
- A Chair
 - A Vice Chair
 - An Honorary Treasurer
 - An Honorary Secretary
13. To maintain continuity of knowledge and ensure that all Council members are not subject to re-election at the same time, the Officers of Council will serve a term of three years, the Chairs of Standing Committees will also serve a term of three years, and the other members of Council will serve a term of two years.
14. All members of Council will be eligible to stand for two terms.

Meetings

15. The Council will meet in person at least four times a year, and at other times (either in person or through tele/video conference) as deemed necessary. The location of Council meetings will be flexible and at locations that ensure accessibility and inclusivity of all Council members.

16. The Council will be quorate when two Officers and four other members are in attendance. Attendance may be in person or electronic.
17. Expenses: any Council member or invited attendee incurring travel costs which cannot be reimbursed through other sources may seek reimbursement in accordance with FCI policy by contacting the Faculty Business Manager. All efforts to minimise travel expenditure are very much appreciated during this start-up phase of the Faculty.

Duties and Responsibilities

The Council is responsible for the following:

1. the strategic professional direction of the Faculty in leading the development of the science and practice of clinical informatics;
2. setting policy and contributing to public debate on all issues relating to the science and practice of clinical informatics, including proposed legislation, providing this is done in furtherance of the Faculty objects;
3. dealing with all matters connected with the relationships of the Faculty with external stakeholders such as Government Departments, National Health Service agencies, the General Medical Council and other regulators, Royal Colleges, health and social care professional bodies, the Academy of Medical Royal Colleges, Health Education England and departments of professional education;
4. ensuring that the resources provided by the Faculty (such as conferences, information, and courses) are suitable to assist and develop the knowledge and skills of members to enable them to practice safely and effectively for the benefit of the public;
5. leading the development on all matters relating to clinical informatician competencies and capabilities and the accreditation of education and qualifications to ensure safe and effective practice of clinical informatics;
6. having responsibility for the review and approval of policy and criteria associated with the award of membership of the Faculty and for all Faculty awards that recognise excellence, including fellowships and honorary fellowships;
7. dealing with all policy issues relating to credentialing and with appraisal and revalidation of clinical informaticians;
8. providing support for clinical informatics practice by the development and promotion of the evidence-base for effective clinical informatics practice;

9. having oversight of, and giving professional direction in relation to, the content of publications produced by the Faculty, including British Medical Journal Health and Care Informatics; and
10. providing the strategic direction of the Faculty's external media profile and promotion of the Faculty generally in the public interest, including the content of Faculty publications and those with which the Faculty is affiliated.

Review

18. The Terms of Reference will be subject to Annual Review at the first meeting of the calendar year and may be subject to review at any stage where at least six members agree that a review is necessary.

Membership of Council

NAME	STATUS	DATE
Dr John Williams	Chair	From May 2018
Professor Jonathan Kay	Vice Chair	From May 2018
Dr Nicholas Booth	Honorary Treasurer	From May 2018
Dr Paul Campbell	Honorary Secretary	From May 2018
Dr Anne Marie Cunningham	Council Member	From May 2018
Dr Alan Hassey	Council Member	From May 2018
Dr John Lockley	Council Member	From May 2018
Dr Manpreet Pujara	Council Member	From May 2018
Ms Ann Slee	Council Member	From May 2018
Mr Keith Strahan	Council Member	From May 2018
Dr Justin Whatling	Council Member	From May 2018
Professor John Williams	Council Member	From May 2018

Version Control Information

Title	Faculty of Clinical Informatics Council Terms of Reference
Author	Business Manager
Date	6 February 2020
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Notes/Description	ToR reflecting the CIO status of the Faculty. Reviewed by Council, updated following Trustee Board review, further review by Council
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