

BHIVA Governance: Terms of reference for BHIVA Guidelines Subcommittee

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1. Structure

BHIVA currently has the following subcommittees – Audit and Standards, Conferences, Education and Scientific, External Relations and Guidelines and several working groups, panels, steering committees and an expert advisory group.

2. Purpose

The purpose of this subcommittee was last updated on 4 December 2018.

The purpose of the Guidelines Subcommittee is to oversee the governance of guidelines to ensure and set appropriate standards for best clinical practice, consistent with the BHIVA guidelines development process, covering the key areas of HIV management in the UK.

3. Remit

The remit of this subcommittee was last updated on 4 December 2018.

- 3.1. To agree and review the guidelines development process manual every three years.
- 3.2. To set up and appoint the chair of writing groups whose purpose is to draw up national guidelines for best clinical practice for the care of people living with HIV and other topics as necessary.
- 3.3. To set up the purpose and remit of the writing groups and the timelines for guidelines production.
- 3.4. To review, make recommendations and approve guidelines for best clinical practice produced by the writing groups to be subsequently presented to the Executive Committee for ratification.
- 3.5. To agree which guidelines are appropriate and fit within the priorities of BHIVA, including nominations from members.
- 3.6. To confirm any endorsements or co-badging at the setup of any guidelines writing group and to agree which organisation is the lead organisation and therefore which guidelines development process should be followed.

- 3.7. To review the proposed membership of guidelines writing groups including:
 - i. To review conflict of interest declarations (Subcommittee chair and vice-chair)
 - ii. To ensure the writing group membership is consistent with agreed guidelines development process.
 - iii. To ensure there is appropriate expertise.
 - iv. To ensure there is broad geographical representation where appropriate.
 - v. To ensure there is appropriate user involvement.
- 3.8. To monitor and oversee the progress of guidelines writing groups and to ensure that these are progressing according to the agreed process and timelines.
- 3.9. To provide advice and support to chairs and vice-chairs of writing groups and to assist with any problems that may arise with the process or timeline.
- 3.10. To review the first draft of every guideline to ensure it fulfils the requirements of the guidelines writing process.
- 3.11. To review the final guideline to ensure that adequate consideration has been given to input from consultation and peer review.
- 3.12. To review existing BHIVA guidelines and their timelines for review and to recommend if any interim statements or earlier update is required.
- 3.13. To liaise with the BHIVA Audit and Standards Subcommittee regarding audit issues.
- 3.14. To liaise with the BHIVA Education and Scientific Subcommittee regarding educational tools to assist guidelines implementation.
- 3.15. To liaise with the BHIVA Conferences Subcommittee regarding inclusion in the BHIVA scientific programmes.
- 3.16. To ensure the clinical guidelines section of the BHIVA website section is up to date, accurate and user friendly.
- 3.17. To liaise with the Editorial Board of *HIV Medicine* or other journals as necessary to ensure that guidelines are published to appropriate standards and timelines.
- 3.18. To help promote and disseminate best clinical practice guidelines to the association's members and other clinical organisations and institutions that have a duty of care for people living with HIV.
- 3.19. To carry out work as directed by the Executive Committee.
- 3.20. To suggest, or to receive a suggestion(s) from the Executive Committee for, the creation of a working group to undertake a particular project. The terms of reference of the parent subcommittee will apply.
- 3.21. To write a report on the work of the subcommittee on an annual basis by the chair of the subcommittee, for inclusion in the BHIVA Annual Report and Accounts.
- 3.22. To report to Executive Committee meetings as requested by the chair of BHIVA.
- 3.23. To make a detailed presentation to the Executive Committee on an annual basis.
- 3.24. To submit any requests for financial commitment to the BHIVA Honorary Treasurer and Executive Committee for approval.

4. Membership

The subcommittee should be appointed to best achieve the remit of the subcommittee and should be inclusive and properly representative of the BHIVA membership, including regional representation, level of expertise and community representation.

Each subcommittee must have the following:

4.1. Chair

- To be appointed/ elected by the Executive Committee, with nominations and an election.
- Would be an advantage previously to have served on the relevant subcommittee.
- Tenure of chair will be three (3) years.

4.2. Vice-Chair

- To be appointed/ elected by the chair of the subcommittee (approved by the Executive Committee).
- Tenure of vice-chair will be one (1) year, renewable annually.

4.3. Community Representative

- At least one Community Representative to be put forward by UK-CAB.

4.4. Trustees on a self-select basis

- BHIVA Trustees are asked on an annual basis to select up to two subcommittees of their choice.
- It is recommended that each Trustee serves two consecutive years on a subcommittee.
- It is recommended that the BHIVA Officers review these selections and seeks to provide a good balance of numbers of BHIVA Trustees on each subcommittee.

4.5. Chair of subcommittee has the authority to appoint additional members taking into consideration the specific requirements of each subcommittee's specialty, skill, regional representation, stakeholders, etc.

4.6. Conflict of interest declaration to be completed by all members.

4.7. The subcommittee shall consist of 6 minimum and 20 maximum members.

4.8. Tenure of membership will be one (1) year, renewable annually.

4.9. Automatic resignation will ensue following non-attendance at three (3) consecutive meetings without reason.

4.10. Retention of former trustees – up to the individual member to consider if he/she wishes to remain on the subcommittee, subject to the agreement of the subcommittee chair.

5. Standard Operating Procedures

Each subcommittee is required to follow the following standard procedures:

5.1. Frequency of meetings (face to face or by telephone/video conference) will be as follows:

- Minimum two (2) per annum, excluding meetings of specific Guidelines Writing Groups

5.2. Quorum

- Must be one more than one third of the membership. Must include chair or vice-chair

5.3. Voting

- Each member will have a single vote. In the case of a tie the chair (or whoever is chairing that meeting) will have a second and casting vote

5.4. Documentation

- Agendas, minutes and other papers will be prepared by the Secretariat for approval by the chair before distribution.
- Members are asked to put forward any request for an agenda item (two (2) weeks before the scheduled date of the meeting).

5.5. The subcommittee group can recruit a suitably qualified co-ordinator to work as appropriate to carry out work over and above previously defined work of the subcommittee, e.g. a co-ordinator, subject to the approval by the Honorary Treasurer of any costs.

5.6. Subcommittees would not engage in activity that would be in contradiction to the BHIVA constitution.

5.7. Subcommittees would not engage in activity that could jeopardise the charitable status of BHIVA.

5.8. Grievance procedure

- Any grievance by an individual member to be firstly addressed by the chair of the subcommittee. Should this fail to resolve the matter, it will be referred by the chair of the subcommittee to the BHIVA Executive Committee. If the Executive Committee recommendation should also fail to satisfy, the BHIVA External Scrutineers will be asked to review the case notes and provide the Executive Committee with a recommendation. The final decision to be taken by the BHIVA Executive Committee.

5.9. Amendments

- Amendments to the terms of reference to be approved by the Executive Committee.