



Terms of Reference for the Advisory Council

1. Purpose

- 1.1 The Advisory Council is the forum in which representatives from across the children's palliative care sector contribute their expertise and communicate their views on issues affecting children's palliative care to inform and advise the work of Together for Short Lives.
- 1.2. The representatives on the Advisory Council also have a responsibility to communicate with their related stakeholders in the children's palliative care sector both to understand their views and issues and to share the outcomes of the Advisory Council meetings and the work of Together for Short Lives.

2. Membership

- 2.1 The Advisory Council shall consist of up to 25 members, made up as follows:

Group	Number of representatives	Notes
Families and young people	5	Aim to get broad representation including parents, young people, bereaved parents etc. At least 2 young people, so they can support one another.
Statutory sector	6	Representatives from: <ul style="list-style-type: none">- Specialist doctors- Nursing- Social care- Commissioning- Others as deemed appropriate
Children's hospices	4	Can include CEOs, Chairs, Directors of Care, Fundraising, Finance, Communications, Community care and volunteers
Non-hospice charities	3	
National Partners	2	e.g. Hospice UK, Council for Disabled Children
Research	1	
Together for Short Lives	2	Chair of the Board of Trustees and one other trustee

- 2.2 The appointment of members of the Advisory Council shall be overseen by the Appointments Committee of Together for Short Lives.
- 2.3 For most categories of members, members of the Advisory Council will be appointed through a process that will invite expressions of interest from members, stating the particular skills &

backgrounds required. For some categories, particular methods of appointment will be agreed to get the best engagement with that group.

- 2.4 The Advisory Council shall include members from each of the four nations within the UK. Where this is not achieved through the appointments in para 2.1, the Chair of the Advisory Council shall make additional appointments to ensure the four nations are represented.
- 2.5 Each representative shall serve for a term of three years subject to a maximum of two consecutive terms.
- 2.6 The Chief Executive of Together for Short Lives, and other relevant staff, shall have the right to attend any meeting, but shall not be formal members of the Council.
- 2.7 The Council may co-opt other members and may invite other individuals or representatives to attend for all or part of any meeting as and when appropriate.
- 2.8 Any person who is appointed as a representative on the Advisory Council in accordance with 2.1 above may resign by notice to the Council.
- 2.9 If any person who is appointed as a representative on the Advisory Council fails to attend three consecutive meetings of the Advisory Council, then the Advisory Council, acting by majority decision, may remove that person from the Advisory Council.
- 2.10 The Advisory Council, acting by majority decision made at a meeting of the Advisory Council, may remove any representative on the Advisory Council, provided the Advisory Council at its meeting has invited the views of that person and the views of the body for which the person is a representative, and has considered the issue of the removal in the light of those views.
- 2.11 The Board of Trustees, acting by majority decision made at a meeting of the Board, may remove any representative on the Advisory Council, provided the Board at its meeting has invited the views of that person and the views of the body for which the person is a representative, and has considered the issue of the removal in the light of those views.
- 2.12 For the first 12-18 months, the Chair of the Advisory Council will be the Chair of the Board of Trustees of Together for Short Lives. The process for appointing the Chair in future will be determined in due course.
- 2.13 A Vice-Chair of the Advisory Council will be appointed within the first 6 months to work alongside the Chair.

3. Authority

- 3.1 The function of the Advisory Council is to be representative of the children's palliative care sector and to advise the Board of Together for Short Lives. The Advisory Council is a legally constituted committee of the Board of Together for Short Lives, deriving its status and authority from Together for Short Lives' Articles and Memorandum of Association, and from these terms of reference.
- 3.2 The Advisory Council is authorised by the Board to request information from the Chief Executive of Together for Short Lives as required to perform its duties, subject to this not being unduly onerous.
- 3.3 The Board of Trustees may alter these terms of reference, or disband the Advisory Council, if it deems it is in the best interests of the charity to do so.
- 3.4 The Advisory Council and the Board will carry out a review of these arrangements on an annual basis.

4. Duties

The Advisory Council shall use their respective knowledge and experience of children's palliative care to:

- 4.1 Advise the Board of Together for Short Lives on pertinent and relevant sector and subject matters which will guide Together for Short Lives on its direction and priorities.

- 4.2 Collaborate with Together for Short Lives as appropriate or required either on an individual basis or through any groups/committees established by the Board to advise and develop specific areas of Together for Short Lives' work.
- 4.3 Bring matters of interest or concern from particular groups to the attention of the Board.
- 4.4 Undertake such activities as may be requested or delegated to the Advisory Council by the Board within the purpose defined in para 1.1.
- 4.5 The Advisory Council Chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 4.6 The Advisory Council Chair shall update the Advisory Council on relevant Board meeting discussions.
- 4.7 The Advisory Council shall make recommendations to the Board on areas within its remit, as it deems appropriate.
- 4.8 The Advisory Council shall, at least once every two years, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and share its views with the Board.

5. Frequency and Conduct of Meetings

- 5.1 The Advisory Council shall meet three times a year, or more regularly as its Chair may decide in order to conduct its business.
- 5.2 Except as otherwise prescribed in these terms of reference, the provisions of Together for Short Lives' Articles of Association applicable to trustee meetings shall apply to meetings of this Advisory Council.
- 5.3 The quorum necessary for the transaction of business shall be one-third of the representatives defined in paragraph 2.1. A duly convened meeting of the Advisory Council at which a quorum is present shall be competent to exercise all or any of the authorities vested in or exercisable by the Advisory Council.
- 5.4 Meetings of the Advisory Council shall be called, by staff of Together for Short Lives, at the request of the Chair or any three of its members.
- 5.5 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Advisory Council and any other person required to attend, no later than 5 working days before the date of the meeting.
- 5.6 If a member is unable to attend a meeting, where appropriate they may send a "deputy" so that their organisation is represented at the meeting.
- 5.6 Staff of Together for Short Lives shall minute the proceedings and recommendations of all Advisory Council meetings, including the names of those present and in attendance.
- 5.7 Minutes of Advisory Council meetings shall be circulated promptly to all members of the Advisory Council and to all members of the Board by staff of Together for Short Lives.
- 5.8 Draft minutes will be circulated, via Together for Short Lives, to all members of Together for Short Lives once agreed by the chair.
- 5.9 Expenses incurred by members to attend meetings of the Advisory Council will be reimbursed by Together for Short Lives.