

## Wales Regional Council

### Terms of Reference

#### 1. The College's Mission Statement

The Royal College of Pathologists' mission is to: advance the science and practice of pathology; further public education in the field of pathology; and, promote study, research and innovation in pathology and disseminate results.

#### 2. Purpose

The Wales Regional Council has delegated responsibility from Council for matters within their region relating to the practice of pathology as a profession. There is a role for communications (both professional and public), devolved policy and member engagement.

#### 3. Oversight Responsibilities

- Pathology practice within the region
- Regional medical and scientific workforce statistics
- Devolved policy statements or engagement
- Regional networks
- Regional engagement activities and events
- Aligning with any NHS structures and representation as appropriate

#### 4. Accountabilities

##### 4.1 Strategy

- Advising local NHS and other healthcare providers and local Government as appropriate on the provision of pathology services and on compliance with acceptable standards of practice as defined by the College
- Promoting the interests of the College in Wales
- Monitoring regional, medical and scientific workforce statistics; ensuring that the College's data are up to date and that the Workforce Department is informed of local workforce issues

##### 4.2 Engagement

- Developing local conference and academic activity should be provided to the College
- Developing and maintaining clear links with regional and national educational bodies to ensure two-way communication of data and information around workforce, retention and recruitment of staff
- Raising the public profile of pathology, through contact with outside bodies and the media
- Providing information for publication on College's website and the Bulletin
- Acting as a conduit for regional trainee issues and ensure they are reported to Council

##### 4.3 Supporting other committee and College activities

- Responding to College consultation processes

- Participating in College processes for the administration of acceptance/admission into Fellowship, as required
- Making recommendations to Council of:
  - Distinguished local individuals who might be invited to join the College without examination or by submission of published work
  - Nominations for Honours

#### 4.4 Governance

- Reporting to Council on the activities of the Wales Regional Council, including production of an annual report as requested

#### **5. Approval Authority**

- Applications for regional council membership that ensure representation across College specialties
- Wales Regional Council annual report to Council
- Annual regional council work plan (including symposia, seminars, communications)

#### **6. Membership**

- The membership of the Wales Regional Council will be College appointed members and shall be approved by College Council. Normally there will be 12 members, with exceptions to this requiring Council approval. There may also be up to 3 co-opted members to redress regional or specialty imbalances.

The membership shall comprise the following:

- Regional Council Chair
- Regional Council members
- Trainee representative
- Up to 3 co-opted members to redress imbalances
- Lay member (where required, this will be specified)
- SAS (Specialty and Associate Specialist) doctor representative
- WSAC Laboratory Services Sub Committee Chair
- Foundation Fellows will be allowed to attend meetings as observers, if requested

#### **7. Meetings**

- Three meetings a year and one symposium should normally be held. Discussion and decision via email or other electronic means is encouraged outside of formal meetings.
- Administrative support will be provided by a member of the College's Governance and Committee Services team
- Agendas and papers will be circulated at least one week before each meeting
- Minutes will be made available on the College website, with access restricted to College members only via myrcpath

#### **8. Resources**

- Travelling expenses will be paid to members of the committee in line with the College's expenses policy. The expenses policy is available on the website. Claims should be made through the College's on-line finance system.