



Association
of Anaesthetists

Association of Anaesthetists

Non-executive lay member of the Research & Grants Committee

Candidate information pack



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Welcome letter

Welcome

Thank you for your interest in applying for the lay member role on the Association of Anaesthetists Research & Grants Committee.

The Association of Anaesthetists of Great Britain, founded in 1932, is the national professional organisation for around 11,000 members, representing the largest medical specialty in the NHS. Anaesthetists (including intensive care and pain specialists) are involved in over 60% of episodes of in-patient care in the NHS.

In recent years, the Board has reviewed its governance. Most Board members are anaesthetists, elected through our membership. In its governance review the Board identified the value of broadening the range of professional knowledge and experience through recruitment of lay members.

The Board's lay member policy, adopted in 2016, recognises the importance of lay members who can add breadth and diversity of skills/experience to its governance and to programmes of work across the organisation at Board and committee level. Since then we have recruited lay members with specialist skills and knowledge onto our committees and Board.

The Research & Grants Committee plays a key role in the organisation's governance, reporting to the Board of Trustees. Current membership of the committee includes one lay member, who has completed their term of office after four years in the role.

This is an exciting time to join the committee. Our long-term strategy, first published in 2017 and updated in 2019, sets out an ambitious vision and much strategic change is taking place.

I hope the information provided here gives you insight into our organisation and the role itself and will motivate you to want to join us.



Karin Pappenheim
Chief Executive Officer

About us

Background

The Association of Anaesthetists (the Association), founded in 1932, is the national professional organisation for nearly 11,000 members, representing the life-changing, life saving profession of anaesthesia, the largest medical specialty in the NHS.

The Association's aims are to enhance patient safety, education and research in anaesthesia. Anaesthetists (including intensive care and pain specialists) are involved in over 60% of episodes of inpatient care in the NHS. It provides membership and education services, research funding, clinical guidelines, professional support (such as wellbeing a mentoring) and international work in low resource countries. It also publishes one of the world's leading anaesthetic journals and maintains a renowned heritage centre.

Our long-term strategy sets out the vision for the future development of the Association. It details how we'll achieve our mission to advance and improve patient care and safety in the field of anaesthesia and disciplines allied to anaesthesia.

The strategy is our main long term planning document, providing a framework for strategic change and development of the work we do and services we provide to our members and stakeholders.

The strategy clearly states our vision, strategic aims and key priorities for the next 3–5 years. It helps us to consider competing pressures and the links between them. The strategy also establishes a shared understanding of our priorities and aims.

In creating the strategy we have considered the key political, economic, social, technological and environmental factors, which may impact our members and stakeholders over the coming years.

About our brand

The Association is formed of two separate legal entities:

- Association of Anaesthetists of Great Britain & Ireland. Registered as a company limited by guarantee no. 1888799 (England)
- AAGBI Foundation. Registered as a company limited by guarantee no. 1963975 (England), as a charity in England & Wales no. 293575 and in Scotland no. SC040697

Association of Anaesthetists is the brand name used to refer to both the Association of Anaesthetists of Great Britain & Ireland and its related charity, AAGBI Foundation.

For further information on the Association and the AAGBI Foundation see the [Association's Statutory reports and accounts](#).

[Read the Association's Long-Term Strategy here](#)

About the Research & Grants Committee

Research is one of the main programmes of the Association's charitable foundation. The grants programme is overseen by the Research & Grants Committee, chaired by an elected Trustee Board member. Its membership is made up of other elected members of the Trustee Board, who are all anaesthetists plus co-opted members. The Committee is advised by senior professional staff (including the Chief Executive Officer). It meets twice a year at the Association headquarters in central London, or you can join meetings virtually. The Association is also a founder partner of the National Institute of Academic Anaesthesia ([NIAA](#)) and there are close links with the NIAA and the work of the Research and Grants Committee. The Association has recently reviewed its research strategy and is committed to evaluating the research grant processes and outcomes. The Association has set the following research strategy priorities:

- Patient safety
- Innovation
- Clinical outcomes
- Education and training
- Related professional issues (e.g. standards and guidelines, working conditions, medicolegal issues, etc)
- The environment
- Audits and QA/QI projects that involve guideline implementation

The Research & Grants Committee reports to the Association Board of Trustees and has responsibility for the delivery of the Association's research vision of improving patient care and safety through relevant and impactful high quality research into anaesthesia and allied specialties. The committee has delegated authority to award research grants through the National Institute of Academic Anaesthesia (NIAA), and awards undergraduate funding through the undergraduate elective funding and Wylie essay award processes.

Current membership of the committee includes one lay member, who has completed their term of office after four years in the role. The committee is now recruiting to fill this vacancy.

Role of the Research & Grants Committee

- To oversee the implementation of research and grants expenditure in line with the Association research strategy and policy determined by the Board, receiving regular management accounts and reports on expenditure/ income and providing input to the annual budget/business planning process.
- To oversee and maintain the process by which applications for funding are assessed, including an independent Assessors Panel as appropriate.
- To provide input into major research and audit projects including those involving partner organisations such as Royal College of Anaesthetists and the National Institute of Academic Anaesthesia.
- To review the Association research strategy and propose change where appropriate.
- To provide a source of expertise on research matters arising in other areas of Association activity.
- To review the Association's policy on surveys, and advise the Board/Secretariat as appropriate.
- To review, monitor and evaluate the outcome of the Association's research funding.
- Provide an oversight of Association sponsored research

Role description

The Association recognises the contribution of lay members to its governance and across our different workstreams, and has recruited lay members with specialist skills and knowledge onto its committees and Board in recent years.

This is a voluntary role (unremunerated except for expenses) and offers an opportunity to contribute to the strategic development and research strategy of a leading medical organisation dedicated to promoting patient safety and quality of care in this country and worldwide. For more information please see the [Association's lay member policy](#).

Purpose of the role

Lay members bring professional expertise, judgment and balance which may not be available among the elected directors and Trustees. Their principal assets will be their independence, different perspectives, detachment and the provision of an external view. It is envisaged that the new lay member will add value not only to the Research & Grants Committee's work but in the organisation as a whole e.g. by providing a sounding board for senior managers. There may be opportunities to become involved more widely, depending on the lay member's individual preferences and time.

Responsible to: Chair of the Research & Grants Committee

Key relationships:

- Chair of the Research & Grants Committee
- All Officers and committee members
- Chief Executive Officer and Senior Management
- Other staff as required

In addition, lay members may, from time to time, interact with external organisations as a representative of the Association.

Person specification

This is a voluntary role (unremunerated except for expenses) and offers an opportunity to contribute to the strategic development, funding decisions and governance of the research and grant aims of a leading medical organisation dedicated to promoting patient safety and quality of care in this country and worldwide. The lay member will be a co-opted member of the Research and Grants committee. Travel and other reasonable expenses will be paid in line with the Association's expenses policy.

Experience and skills

We are keen to co-opt as a lay member, an individual with a background in one or more of the following areas:

- medical or social science research in a public or charity sector context;
- public and patient engagement in research;
- fundraising for research, science, ethics, research funding;
- research governance, commissioning research;
- evaluation and impact measurement relating to research;



- ability to contribute ideas and constructive challenge at a time of modernisation and development;
- Charity governance/good practice with regard to research funding.

Their personal characteristics will include:

- Empathy, with an ability to act as a critical friend;
- Enthusiasm and commitment to advancing medical science through the use of high-quality research;
- Objectivity in research matters;
- Knowledge of the NHS as research context;
- Be available twice a year for meetings (usually in London);
- Be a good communicator;
- Be committed to public service values of accountability, probity, openness and equality of opportunity;
- Be IT literate to allow some work to be carried out by email or via web-based links.

Terms and conditions of appointment

- The lay member will be a co-opted member of the Research & Grants Committee
- The lay member is subject to an application process which includes interviews and two references will be required for the successful candidate
- This is a voluntary role (unremunerated except for expenses)
- The lay member will be asked to complete a declaration of any conflicts of interest

Term of appointment:

- Following a successful interview and satisfactory reference check a lay member will be appointed for an initial one year term, renewable for up to three years in total
- A lay member may resign giving 90 days notice in writing to the Chair
- The Board of Trustees may terminate the appointment at their discretion should there be evidence of conduct contrary to the standards of conduct or which could bring Association into disrepute

Expenses

Lay members will be reimbursed for their expenses for travel, accommodation and subsistence in carrying out their duties. Expenses will be paid in accordance with the Association's expenses policy. Lay members are not otherwise compensated for their service under charities and companies law.

Terms of reference of the Association's Research & Grants Committee

The committee reports to Association of Anaesthetists (Association) Board of Trustees (Board).

1. The functions of the Research and Grants Committee

- 1.1 To oversee the implementation of research and grants expenditure in line with the Association Research Strategy and policy determined by the Board, receiving regular management accounts and reports on expenditure/ income and providing input to the annual budget/business planning process.
- 1.2 To oversee and maintain the process by which applications for funding are assessed, including an independent Assessors Panel as appropriate.
- 1.3 To provide input into major research and audit projects including those involving partner organisations such as RCoA and NIAA.
- 1.4 To review the Association Research Strategy and propose change where appropriate.
- 1.5 To provide a source of expertise on research matters arising in other areas of Association activity.
- 1.6 To set the criteria for and score/assess entries for Undergraduate Elective funding and the Undergraduate Essay Prize (Wylie Medal).
- 1.7 To set and review the Association's policy on surveys, and advise the Board/Secretariat as appropriate.
- 1.8 To review and monitor the outcome of the Association's research funding.
- 1.9 To maintain oversight of the innovation workstream.
- 1.10 To review regularly the Association Long Term Strategy (LTS) relevant to the committees' remit
- 1.11 To develop work programmes for the Committee and advise the Board on how the LTS will be delivered.
- 1.12 To monitor progress against the vision and timescales described in the LTS.
- 1.13 To review regularly the impact the Committee's activities may have on the environment and sustainability in line with the Association's LTS; the committee to send a report once a year to the Environment and Sustainability Committee.

2. Composition

2.1 The Committee shall comprise:

- a) Chair
- b) Up to 5 members of the Board of Trustees
- c) The Association Board lead for innovation
- d) A Trainee Committee representative
- e) A lay member (co-opted)
- f) ASAP project coordinator (co-opted)
- g) ASAP project fellow (co-opted)
- h) NIAA Grants officer (co-opted)
- i) All Association officers shall be *ex officio* members

In attendance: Senior Management Team and other staff as required.

- 2.2 The Committee may, with prior approval by the Honorary Secretary, co-opt any person qualified to assist or advise it, renewable on an annual basis if required.
- 2.3 Each committee member's tenure shall be one year, renewable as appropriate with the consent of the Committee Chair and the approval of the Board. The date of appointment of all committee members shall be taken to be that of the Annual Members' Meeting at the Annual Congress, and the membership will be reviewed by the Chair, President and Honorary Secretary every year before the Annual Congress.

3. Chair

- 3.1 The Chair shall be appointed by the Board for a term of one year renewable.
- 3.2 The Chair shall normally be an elected member of the Board.
- 3.3 The Chair shall provide a written report on activity to the Board as requested by the Secretariat.

4. Meetings

- 4.1 The Committee shall usually meet twice a year but may, with the agreement of the Honorary Secretary, meet more frequently.
- 4.2 The quorum for a meeting shall be three Board members.
- 4.3 Members have a duty to disclose to the Chair competing interests of any kind (managerial, financial or otherwise) arising in relation to any item on the agenda. Where a relevant interest has been disclosed, the member may, subject to the Chair's agreement, participate in discussion of the item concerned, but must not vote.
- 4.4 The Chair should seek to reach decisions by consensus. In the absence of this, a vote will be held. Only Board members may vote. In the event of a tied vote, the Chair shall have a second, casting vote.
- 4.5 Decisions made by committees have the status of recommendations or proposals to Board, and should not be enacted until ratified by Board. The Research and Grants Committee has delegated authority to award grants and prizes up to an amount to be determined annually by the Board.

5. Articles of the Association

- 5.1 The Committee shall be subject to the Articles and Regulations of the AAGBI Foundation.

6. Review

- 6.1 The Committee shall review its Terms of Reference every year, and recommended changes shall be submitted to the Honorary Secretary for consideration by the Board.

Date last reviewed: February 2019

Date approved by Board: March 2020

Date of next review: February 2020



Association's lay member policy

The Association recognises the importance of lay members who can add breadth and diversity of skills/experience to its governance and to programmes of work across the organisation at Board and committee level.

The Association will:

- Seek to recruit lay members with relevant skills and expertise to defined roles on the Boards and committees;
- Continue to use an incremental approach on a case-by-case basis as determined by need;
- Continue to define the specific skills required and produce an individual role description for each lay member role;
- Appoint to lay roles through an open advertising and recruitment process;
- Review the involvement of lay members annually.

How to apply

Expressions of interest are invited via a letter and CV to Ms Karin Pappenheim, Chief Executive Officer at secretariat@anaesthetists.org.

For more information and informal discussion

Contact Karin Pappenheim, Chief Executive Officer for informal discussions and more information by email: secretariat@anaesthetists.org.

Recruitment timetable

Deadline for applications	9am 22 August 2019
Candidates informed	w/c 26 August 2019
Date of interviews	5 September 2019
Appointment	w/c 9 September 2019
Date of first Research & Grants meeting	27 September 2019