

BSACI Paediatric Allergy Committee Terms of Reference

Our mission:

The British Society for Allergy & Clinical Immunology (BSACI) is the national, professional and academic society which represents the specialty of allergy at all levels. Its aim is to improve the management of allergies and related diseases of the immune system in the United Kingdom, through education, training and research.

Our Values

Trusted

As professionals and practitioners - We demonstrate integrity and independence in our work.

As experts - We are qualified to provide expert opinions and we make decisions based on scientific evidence for the benefit of our patients.

As colleagues - We offer a safe, supportive environment for members to share challenges and learn from each other.

Connected

We provide an interface between professions, disciplines and special interest groups in the field of allergy and clinical immunology.

We are an inclusive, responsive society for our members.

We ensure that our work is informed by current research and new thinking in our field.

We connect with others to increase our impact and influence to bring about change.

Forward Thinking

We provide leadership and advocate for change to improve patient care at national, regional and local levels for our specialty.

We inspire, develop and implement best practice in our fields of work.

We provide specialist education and learning opportunities to support our members' professional development.

We drive improvements in clinical management through education, training and research and by collaboration with patient groups, policy makers and other stakeholders.

Objective/Purpose

The main aims of the BSACI Paediatric Allergy Committee are to improve the care of children with allergies, and to promote the development and practice of paediatric allergy.

The committee supports BSACI members who work within paediatric allergy in the UK and provides a network to inform and direct paediatric allergy strategy.

The committee seeks to achieve its main aim and objectives by undertaking the following:

- Development of guidance/guidelines in conjunction with other BSACI committees (e.g. SOCC) to improve paediatric allergy care
- Education strategies (such as virtual grand rounds) to improve collaboration between members (including trainees) working in the provision of paediatric allergy care
- Supporting local paediatric allergy networks
- Development of central resources e.g. Allergy Management Plans, Early infant advice on introduction of allergens into the diet
- Provide expert input into ongoing work to improve provision for children with allergies in "Education", including liaison with Patient Representative Groups.

In order to put these aims/objectives into practice, the Paediatric Allergy Committee members meet at least 3 times per year, with at least one meeting held face-to-face. This is currently the "open" meeting held at the Annual BSACI meeting, to which all members are invited. Where meetings are held face-to-face, BSACI supports the work of the committee by means of reimbursement of standard expense payments to attend meetings for core members.

The committee consists of a core group whose lead roles cover the following areas;

- Chair
- Deputy Chair-Elect (when in post)
- Secretary

- Allergy training advisor on the RCPCH College Specialty Advisory Committee (CSAC) for Allergy, Immunology and ID
- Allergy representative on the British Paediatric allergy, immunology and infectious diseases group (BPAIIG) Committee
- Paediatric Allergy trainee representative
- Academic representative
- Representative for adolescent services and transition
- Paediatric allergists holding offices in EAACI
- Paediatric allergy nursing representative
- Paediatric allergy dietetic representative
- BSACI Standards of Care Committee representative
- Representative from the BSACI Annual Meeting Committee
- BSACI members holding offices at RCPCH
- UK delegate to European Paediatric Allergy Education and Training Committee (ETC Paediatric Allergology)

In addition, the committee welcomes a representative from each UK allergy centre accredited by RCPCH CSAC for training (both “GRID” and/or “SPIN”). These members are invited to attend the open meeting at the BSACI conference and also a minimum of 2 closed meetings per annum (if other closed meetings are held, then invitations will be at the discretion of the Chair and Secretary). Unfortunately, no expense reimbursements are available for non-core members, except by prior arrangement. Representatives from allergy centres will receive minutes of all meetings (in any event, minutes are available on request from the BSACI office).

The chair should ensure that the committee represents a wide geographical representation from services across the UK and includes representation from a range of specialists running Paediatric allergy services.

Quoracy is attained when six core-members (including the Chair) are present. The BSACI President is an ex-officio member of the Paediatric Committee and may also attend meetings.

Appointment of Chair

The Chair will be appointed for a term of 3 years. Re-appointment will be possible for a maximum of a further 3 years using the process details below. The Chair will be an ex-officio member of the BSACI

council. The person appointed will have a high level of paediatric allergy expertise and possess excellent leadership skills. The process of appointing a new Chair will begin with an email to the membership inviting 'Expressions of Interest'. Applicants will be required to send in a CV and letter detailing their experience/expertise in relation to the position to the BSACI Trustees as well as a completed 'Declarations of Interest' form. If there is only one applicant, and the President and outgoing Chair agree, then that applicant will be appointed as the new Chair. If more than one application is received the trustees will invite applicants to attend an interview which will be conducted by the President, current chair and a BSACI trustee. If time allows, the Chair-elect will sit on the committee and shadow the current chair for 1-2 meetings before taking over.

Appointment process of members

Once a position becomes available on the Paediatric Allergy Committee or a gap in specific expertise is identified, an 'Expressions of Interest' email will be sent to the membership by the office inviting members to apply by detailing the experience required in relation to the position. Application is by CV together with a covering letter stating relevant experience, expertise/specialist interest in relation to the vacant position. The Chair and Secretary will appoint based on the applications received, and if there are more applicants than positions the Chair and Secretary will hold interviews of prospective candidates and appoint the most suitable candidate. Should the Chair and Secretary not agree on a candidate then a further interview may be required which will include a BSACI Trustee.

Length of Term of Office

Each committee members' term will be for three years, however members may be appointed for a second consecutive term. The reason for reappointment should be recorded in the Paediatric Allergy Committee minutes. Ideally all members should rotate off after a maximum of six years' membership. If this is the case this should be minuted and reported to council as to the reasons why this is required.

The BSACI Office will keep a record of all those on the Committee and the period of time in which they serve.

Declarations of Interest

All committee members are required to complete a 'BSACI Declarations of Interest (DOI) Form' prior to joining. Declarations of Interest are a standing item on the agenda at every meeting. It is the responsibility of the Chair to ensure the DOI forms are reviewed prior to each meeting.

Members will not be added to any email distribution list nor be able to attend meetings until an updated DOI form is received. The DOI Forms shall be updated when necessary at each Paediatric Allergy Committee Meeting by the Chair. Declarations of interest forms will be retained by the BSACI Office and are available on request.

Members should not accept support from industry to attend meetings in a BSACI official capacity where members are referred to by their BSACI title. However, it is the decision of individual members whether to accept industry support in their individual capacity or not. If there is a potential conflict, Industry support must be declared and minuted, and permission sought from the Chair in order to be able to contribute to the area where the perceived COI exists. Full details on 'BSACI Industry Interaction Policy' can be found [here](#).

Confidentiality Agreement

This agreement covers all those who have sight of documents, or are party to discussions, relating to the development of guidelines before public consultation.

Paediatric Allergy Committee Meetings

The Paediatric Allergy Committee (Core group) meet on average three times a year, mostly virtually with one face to face open meeting during the BSACI Annual Meeting. To ensure a higher turnout of numbers to meetings, no less than 8 weeks' notice should be given of the date the meeting will take place and the day of the week the Paediatric Allergy Committee is held should be rotated, unless agreed by all core members. It is preferable for members, for the Chair to agree dates at the start of the year to maximise attendance. Members with a poor record of attendance, in the Chair's assessment, may be removed from the Committee.

For a face to face meeting, members who have to travel some distance to the meeting should book their travel as far in advance as possible to ensure they obtain the cheapest fare. Standard travel expenses will be reimbursed for those attending the meeting by completing a BSACI Travel Expenses form (which can be found in the members areas of the website www.bsaci.org and sending their scanned receipts to accounts@bsaci.org

The Paediatric Allergy Committee Secretary will draft the agenda which will be sent out no less than 2 weeks before each meeting. Further agendas and papers will be circulated no less than one week before the meeting to ensure members have enough time to read these. Papers received after this time

(especially detailed papers) may only be tabled at the discretion of the Chair or as an appendix at the end of the minutes.

The Secretary will record actions and decisions at each of the Paediatric Allergy Committee meetings. Actions and decisions will be sent out within three weeks of the meeting. Actions and decision will be reviewed, corrected and approved at each meeting. A copy of the minutes should be sent to Marie@bsaci.org. Minutes will be stored at BSACI office for a minimum of 10 years.

BSACI office staff can help support the work of BSACI committees from an operational level, however it is the responsibility of the Chair to ensure they provide advice and expertise on professional issues and clinical leadership with peers and external organisations when required to do so.

Members will be called upon in between meetings to read and submit various documentation as and when necessary and to respond to requests and to make comments and alterations to various documentation, this must be undertaken within the timeframe given.

Chair of committees/groups serve on BSACI Council as the link between the two, executing the society's strategic objectives.

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