

British Society for Allergy and Clinical Immunology  
Ethics, Equality, Diversity and Inclusivity 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. It aims 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 our specialty's patient care at national, regional and local levels.

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, policymakers and other stakeholders.

**Objective / Purpose**

The BSACI's Ethics, Equality, Diversity and Inclusivity (EEDI) Committee exists to achieve a fair and equal environment that is accessible to all. Its purpose is to coordinate and implement BSACI initiatives that encourage participation from all individuals across the membership in planning and delivering activities *via* our network of Committees, Special Interest Groups and Advisory Groups.

The EEDI Committee is committed to raising diverse voices and providing a platform for a diverse range of ideas and experiences. Through its work, the EEDI Committee aims to attract and retain a BSACI membership body that reflects the whole allergy community, including the variety of job roles that exist in allergy teams.

The objectives of the EEDI Committee will be conducted in the following ways:

### 1. Data Collection

- A BSACI data collection exercise for members to understand the diversity of our organisation and to ensure representation reflects our membership.
- A survey of the BSACI membership to get a greater understanding of the issues that exist in the field of Allergy in relation to Equality, Diversity and Inclusivity (EDI) and to find out how members feel the BSACI can contribute.

### 2. The BSACI Annual Conference Meeting

- At every BSACI meeting sessions will have two chairs, demonstrating our commitment to having a diverse and inclusive range of BSACI members.
- EDI will be on the agenda at every BSACI annual conference meeting from 2023 onwards.
- In event planning, the BSACI will consciously seek to maximise accessibility and ensure that invited speakers to the meeting comprise a mix of grades and experts in the field to promote diversity within the profession with improved presence from under-represented groups.
- Whenever possible, EDI visibility will be a standard item within BSACI presentations.

### 3. Within the BSACI

- The EEDI will provide a forum for Equality, Diversity and Inclusivity issues to be discussed and ensure that any appropriate corrective actions align with the BSACI’s strategic objectives.
- All members of the BSACI will be informed of the BSACI EDI policy. The policy will be freely available and disseminated to wider interested parties through its inclusion on the [BSACI website](#).
- There will be EEDI Committee representation at BSACI Council meetings and the committee representative will provide the Council with updates on the committee’s work.
- The BSACI will continue to work with the Royal College of Physicians (RCP) and Specialist Advisory Committee (SAC) to identify the barriers and areas where the BSACI EEDI committee can effect change.

### 4. For patients

- The BSACI will connect with the major allergy charities to improve access to patient information on minority groups.

## Roles and Responsibilities

The EEDI Committee’s main roles and responsibilities are to:

- Carry out the strategic aims of the Society by coordinating and advancing the BSACI’s EDI agenda across the entire organisation.
- Ensure EDI is embedded across the BSACI’s governance, advisory and leadership structures, making sure decisions are made in an inclusive way.
- Create equality of opportunity for all groups to maximise membership potential.

EEDI Committee members will meet twice per year to put these objectives into practice. The core EEDI membership should consist of:

- The Chair
- A range of members that represent a diverse cohort of the BSACI membership.

Role	Responsibility
Chair	3-year appointment Must have served on the committee for at least one year prior to this. Must step down from the committee for at least a year after completing a term as chair. Chairs the group and sets meeting agenda. Reviews Conflicts of Interest for attending members. Disseminates Council business to the group.

	<p>Presents annual achievements at an open meeting at the BSACI conference.</p> <p>Liaises with members to identify areas where the BSACI can embed best EDI practices.</p> <p>Links with other relevant organisations e.g., the <a href="#">IHA (Inequalities in Health Alliance)</a>, <a href="#">RCP (Royal College of Physicians)</a>, SAC (Specialty Advisory Committee) and supports conference EEDI representatives.</p>
Ethics Lead	<p>3-year appointment.</p> <p>Works in an advisory capacity.</p> <p>Champions ethical behaviour.</p> <p>Responsible for ensuring the BSACI's values are applied effectively and appropriately.</p>

The EEDI Committee Chair is a member of the BSACI Council.

Quoracy is attained when four EEDI members including the Chair are present.

The BSACI President is an *ex-officio* member of the EEDI 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 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 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, a letter detailing their experience/expertise in relation to the position to the BSACI Senior Leadership Team (SLT) and a completed 'Declarations of Interest' form. If there is only one applicant, and the President and outgoing EEDI Chair agree, then that applicant will be appointed. If more than one application is received, the SLT will invite applicants to attend an interview which will be conducted by the President, current Chair and a Trustee. If time allows, the Chair-elect will sit on EEDI and shadow the current chair for 1-2 meetings before taking over.

### **Appointment process of core members**

Once a position becomes available on EEDI or a gap in specific expertise / specialty is identified, an 'Expressions of Interest' email will be sent to the membership by the office inviting volunteers 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 current core members will appoint based on the applications received, and if there are more applicants than positions, the Chair and one other core member will hold interviews with prospective candidates and appoint the most suitable candidate. Should there be a disagreement, a further interview may be required which will include a BSACI Trustee.

### **Length of Term of Office**

Each core EEDI member's term will be for a three year duration of the Committee.

### **Declarations of Interest**

All EEDI members are required to complete a 'BSACI Declarations of Interest (DOI) Form' before joining. Declarations of Interest are a standing item on the agenda at every meeting.

Members will not be added to any email distribution list nor be able to attend meetings until the DOI form is received. The DOI Form shall be updated if necessary at each EEDI Meeting by the Chair and updated reactively throughout the year should any conflicts of interest arise. Conflicts of interest (COI) declarations will be retained and are available on request. Full details on the BSACI Conflicts of Interest Policy can be found [here](#).

EEDI 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. Industry support must be declared,

and permission sought from the EEDI Chair in order to be able to contribute to the area where the perceived COI exists. Full details on the BSACI Industry Policy can be found [here](#).

### **EEDI Committee Meetings**

EEDI Committee meetings are held virtually *via* videoconferencing (Zoom or Microsoft Teams) with one face-to-face meeting, if possible. It is expected of EEDI core members to participate in the majority of meetings. To facilitate attendance and/or participation the dates of meetings will be decided well in advance (preferably at the last meeting of the year for the next year), the day of the week of the meeting will be rotated and no less than 8 weeks' notice should be given of any change in the meeting date. Members in the Chair's assessment, with a poor record of attendance, will be removed from the committee.

For the single 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 [here](#) in the members' areas of the website [www.bsaci.org](http://www.bsaci.org)) and sending their scanned receipts to [accounts@bsaci.org](mailto:accounts@bsaci.org).

EEDI draft minutes will be reviewed, corrected and approved at each meeting. Minutes will be stored for a minimum of 10 years.

BSACI office Team will 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 EEDI Meetings to read and submit various documentation as and when necessary to respond to requests and make comments and amendments to various documentation. This must be undertaken within the timeframe given.

The committee chair serves on the BSACI Council as the link between the two, executing the Society's strategic objectives.

### **Ethics Lead**

The EEDI Committee will include an Ethics Lead (EL) whose responsibility is to provide guidance and impartial advice to the BSACI Council and Senior Leadership Team in recognising and resolving ethical issues and potential conflicts that may arise. This role involves attending EEDI Committee meetings. The EL may be required to attend meetings at either the BSACI Council or Senior Leadership Team's request.

Approved January 2024

ToR to be Reviewed January 2026