

## Adult 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 British Society for Allergy and Clinical Immunology Adult Allergy Committee main aim is to provide a forum for discussing issues in relation to adult allergy services, education and research. This forms part of the Society's overarching mission to improve the care of patients with allergies. The committee will achieve its main aims and objectives by undertaking the following:

The committee's main roles and responsibilities are to provide:

#### **Allergy Services**

- To support the development of allergy networks (hub and spoke models etc)
- To work with Paediatric Allergy Committee to develop and establish transitional allergy services for adolescents with allergy.
- To contribute to and help with the development of the IQAS programme.
- To support allergists in the implementation of specialist commissioning at local and national level.
- The Chair to represent the specialty of allergy (BSACI) where necessary at the Royal College of Physicians and attend and represent the specialty and BSACI at the RCP Medical Specialties Board Meetings and feedback to council any significant items that impact the specialty.

#### **Protocol development**

- To support development of care pathways for common conditions seen in the adult allergy clinic.
- To propose topics for development of protocols and guidelines (via SOCC) and to engage in the development of specialty specific guidance and SOPs for adult allergy.
- To work with Food Allergy Support Group (FASG) of the British Dietetic Association (BDA) to develop position statements, diet/advice sheets and food challenge protocols (in association with the SOCC) focused on adult food allergy and intolerance.

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#### **Audit & Research**

- Forum for Audit & Research within adult allergy.

## **Training & Education**

- To support trainees and workforce planning in order to develop NHS allergy services with equity of access for patients across the country.
- To provide representation for adult allergy education and training in relation to adult allergy trainees

In order to put these objectives into practice, the Adult Allergy Committee members will meet 3 times per year, ideally in person at BSACI Headquarters. Under extraordinary circumstances, at the discretion of the Chair, meetings may be held in part or entirely by teleconference or virtually. The BSACI supports the work of the committee by means of reimbursement of standard expense payments to attend meetings.

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

- Chair
- Secretary
- Primary Care
- Commissioning of Allergy Services Lead
- BSACI Dietetic Representative
- Paediatric Lead Research Lead
- Allergy Network Lead
- Allergy and Immunology SAC Representatives
- BSACI Trainee Representative
- BSACI Nursing Representative
- CRG Lead

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 adult allergy services (Allergist, Immunologist, Respiratory Physician, dermatologist, ENT etc)

In order that the committee is adequately represented at Council meetings, it is recommended that in addition to the Chair, one other member of the committee is a standing Council member (the Chair being an ex-officio Council member).

Quoracy is attained when six members including the Chair are present. The BSACI President is an ex-officio member of the Adult Allergy 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 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 outgoing Chair/Co-chair and SLT agree, then that applicant will be appointed. If more than one application is received, SLT will invite applicants to attend an interview which will be conducted by the current Chair/Co-chair and a SLT member. 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 members**

Once a position becomes available on the Adult 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 Adult 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 up to date and reviewed prior to each 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 Forms shall be updated when necessary at each Adult 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.

## **Adult Allergy Committee Meetings**

The Adult Allergy Committee will meet at the BSACI Headquarters in London or virtually if this is not possible on average three times a year. 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 it is held should be rotated. It is preferable for members, for the Chair to agree dates at the start of the year to maximise attendance. Those who are unable to attend a physical meeting may join by teleconference or virtually on one occasion throughout the year if physical meetings take place. Members with a poor record of attendance, in the Chair's assessment, may be removed from the Committee.

Members who have to travel some distance to the meetings 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](http://www.bsaci.org)) and by sending their scanned receipts to [accounts@bsaci.org](mailto:accounts@bsaci.org)

The Adult Allergy Committee is supported by the Secretary. One of the roles of the Secretary is to draft agendas with the Chair 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 and draft minutes at each of the meetings. Minutes and actions will be drafted and sent out within three weeks of the meeting. Committee minutes will be reviewed, corrected, approved and signed at each meeting. Minutes will be stored for a minimum of 10 years at the BSACI Office.

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.

Committee members will be called upon in between meetings to read and submit various documentation as and when necessary and to respond to requests, 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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