

# NHS Scotland Volunteering Advisory Board

## Terms of Reference

### 1. Purpose

The NHS Scotland Volunteering Advisory Board provides a strategic steer to the Volunteering in NHS Scotland Programme (managed by Community Engagement & Transformational Change: Healthcare Improvement Scotland).

The Advisory Board shall be also be responsible for providing leadership, advice and guidance for volunteering in NHS Scotland, with attention paid to emerging opportunities for volunteering in the wider context of health and social care. The objectives are as follows:

- 1.1. Provide leadership, governance, consultancy and expert advice to support the delivery of [the Volunteering in NHSScotland Programme Strategy](#).
- 1.2. To endorse and promote [Volunteering for All](#), the national outcomes framework for Scotland and the [Volunteering Action Plan for Scotland](#) across NHS Scotland.
- 1.3. To engage with NHS boards, Scottish Government and other appropriate partners in driving forward high quality, impactful volunteering that supports the outcomes of the [Volunteering in NHSScotland Programme Strategy](#).
- 1.4. To embed Quality Improvement as a key strategic enabler to support the ongoing development of volunteering in NHSScotland.
- 1.5. Promote a culture which is receptive and supportive of volunteering in NHS Scotland, which ensures an assets-based and person-centred approach, engages different communities and encourages leadership.
- 1.6. Promote a culture which considers the experience of volunteers who give their time to NHS Scotland to be of equal value to the delivery of the volunteering activity.
- 1.7. Advocate for adequate resourcing of volunteering and volunteer management across NHS Scotland.

### 2. Remit

The duties of the NHSScotland Volunteering Advisory Board are:

- 2.1. Act as ambassadors for volunteering, actively working to raise the profile of volunteering in NHS Scotland.
- 2.2. Bring information, policy and strategy of national and thematic relevance to the Advisory Board for discussion / action.
- 2.3. Cascade information from the Advisory Board and the Programme throughout their networks, including across the wider volunteering landscape in Scotland.
- 2.4. Receiving and approving reports on Programme strategy progress.
- 2.5. The establishment of terms of reference, membership, and reporting arrangements for any sub-groups established by and acting on behalf of the Advisory Board.
- 2.6. Undertaking specific pieces of work individually or in collaboration with other members to support the work of the Advisory Board and the Volunteering in NHS Scotland Programme.

### 3. Membership

The Chair of the Advisory Board shall be nominated from the NHSScotland Chairs Group and appointed by Scottish Government. Neither the Healthcare Improvement Scotland nor Scottish Health Council Committee Chair may be appointed to Chair the Advisory Board whilst the Programme is managed by Healthcare Improvement Scotland.

Membership of the Advisory Board shall be drawn from the key stakeholder groups of the Volunteering in NHS Scotland Programme. These include:

Stakeholder/member	Expectation
Territorial NHS Boards	To provide a strategic and operational (volunteer management) perspective to the work of the Advisory Board, to guide the development of Programme activities and to act as champions for volunteering within their respective networks.
National NHS boards	As above and also to reflect the unique nature of special health boards.
Third sector agencies with a responsibility for volunteering	To provide a conduit for national and network-specific policy drivers and to ensure that the Advisory Board and Programme are appraised of developments in good time.
National agencies with a role in engagement in health and social care with a volunteering locus	
Scottish Government representation	To provide a Governmental steer to the work of the Advisory Board and the Programme, linking to the development and implementation of national policy where required.
Union representation	To ensure that volunteering is complementary to, and remains distinct from, the role of paid staff.
A nominee from the NHS Scotland Workforce Directors Group	To ensure that volunteering policy and the development of volunteering is not compromised by national HR policy and that volunteering remains distinct from the role of paid staff.
Volunteering in NHS Scotland Programme staff	To report on Programme activity and to reflect the strategic steer of the Advisory Board in the work of the Programme.
Other relevant specialist advisory roles where deemed relevant by the Board	Dependent on the specific requirements at that time.

Members will take up a length of term of three years with the option to continue.

Members may nominate a deputy to attend in their absence per meeting but should not delegate membership of the Advisory Board to colleagues on a permanent basis.

The Advisory Board will consider appropriate mechanisms for volunteer or public engagement in their work.

A vice-chair may be appointed on an ad-hoc basis, per meeting, should the Chair be unable to attend.

The Chair makes a final decision on membership of the Advisory Board, supported by Advisory Board members and the Volunteering in NHSScotland Programme Manager.

#### **4. Quorum**

Meetings of the Advisory Board shall be quorate when at least one third of the stakeholder groups outlined in section 3 are present.

#### **5. Meetings**

The Advisory Board shall meet no less than four times per year. Meeting administration will be conducted by the Programme Team.

Agendas are agreed between the Chair and Programme Manager. Members will be invited to contribute agenda items by the Programme Manager who will liaise with the Chair.

#### **6. Information requirements**

For each meeting the members will be provided with:

- 6.1. Minutes of the previous meeting
- 6.2. A progress report on the Volunteering in NHS Scotland Programme

Where and when appropriate, the Advisory Board shall also be provided with:

- 6.3. Annual reports
- 6.4. Project reports
- 6.5. Recommendations for scale and spread of activity, policy and projects across NHSScotland

#### **7. Transparency and accountability**

Meeting agendas and agreed minutes will be published on the Community Engagement & Transformational Change: Healthcare Improvement Scotland website.