

**Terms of Reference of the PSPA Services Committee**

**Background and responsibility**

1. PSPA is the only UK charity supporting people living with PSP & CBD. We provide information and support to enable people to live the best life they can. We campaign to improve accurate diagnosis and better care, and fund ground-breaking research to help turn our vision of a world without PSP & CBD into a reality.

2. The Services Committee has been formed to ensure continuous improvement of quality and standards across the charity’s services provision.

3. The aims of the committee are to;

* Ensure that the charity maximises its performance on behalf of people affected by PSP & CBD
* Increase the use of coproduction to develop and design services.

**Composition**

5. The Services Committee will consist of ten (10) members including the Chair:

* One (1) member of the Board of Trustees
* PSPA CEO or Director of Engagement
* Two (2) health and social care professionals
* One (1) person living with a diagnosis of PSP
* One (1) person living with a diagnosis of CBD
* Two (2) current carers
* One (1) active PSPA Volunteer
* One (1) representative from the PSPA Helpline.

**6.** The Board will determine the Chair of the Committee.

7. The members of the committee shall be appointed via an open application process.

8. The members of the committee may serve for a term of not more than 3 years, renewable once. However committee members will be reviewed after one year

9. In the absence of the Chair, attendees of the meeting will elect a Chair for that meeting (so long as it is quorate).

**Proceedings**

10. The Services Committee shall meet at least twice a year.

11. Unless otherwise determined by the Board of Trustees a quorum shall consist of four (4) members of the committee, one of which should be a Trustee (not including PSPA staff).

12. Individuals, with a specific expertise, may be co-opted onto the committee, be invited to attend meetings, or asked to submit papers as required, at the request of the Chair.

**Reporting**

13.The Services Committee shall report back to the Board of Trustees once a year.

14. The committee will provide minutes of all its meetings for information at the meetings of the Board of Trustees.

**Main Duties**

15. To support quality of services by identifying standards and goals relating to the quality of information and development of services and monitor their impact on those affected by PSP & CBD (this includes those people living with a diagnosis, their carers and families).

16. To consider and advise the Board on any quality improvement matters referred to them by those we support or by charity staff.

17. To engage with our wider community to identify new opportunities for broadening and expanding our service provision in line with the PSPA strategy.

18. To inform policy and campaigning through lived experiences.

19. To identify ways to involve volunteers as appropriate across services activities.

20. To consider fundraising opportunities linked to of services activities.

**Confidentiality and Conflicts of Interest**

21. All documents, materials and associated information made available to committee members must be treated as strictly confidential and shall not be shared, disclosed to, or discussed with any other parties, and no personal use shall be made of any information, documents, or materials.

22. To ensure openness and fairness any potential conflicts of interest with the business of the committee must be declared immediately to the Chair of the Committee.

23. Any conflicted member will be excluded from the discussion on that issue for which they are in conflict and will be asked to leave the meeting.

24. If the Chair of the committee has a conflict then another member will be asked to take on his/her role during the discussion of the business related to the said conflict.

25. All conflicts will be recorded in the minutes of the meeting which will act as the conflict register.

**Resolution conflicts of interest**

26. The charity recognises that the majority of conflicts or potential conflicts will relate to a particular issue and as such will not present any long-term restrictions on an individual’s ability to work sit on the committee.

27. In a small number of cases, major conflicts of interest may arise which compromise a member’s ability to continue in their position on the committee. Where such a situation arises, the matter will be taken to the Board of Trustees by the Committee Chair.

28. All members will sign an acceptance of the terms of reference, confidentiality and conflicts of interest form (Appendix 1).

**Appendix 1: Confidentiality and conflicts of interest form**

**1)  General**

* 1. The purpose of this document is to minimise the potential for conflicts of interest arising and to protect the charity and those who work for it from any perception, real or otherwise, that the external interests and affiliations of its committee members might interfere with their ability to work towards the furtherance of the charity’s.

**2)  Declaration of interest**

* 1. Any persons covered by this policy, as defined in paragraph 1a), must declare any disclosable external interest on their appointment to the charity, and annually thereafter. A register of interests will be kept up to date by the charity.
  2. Consultancies and other external appointments (paid and unpaid).
  3. Committee members (including trustees) should also adhere to the spirit of this document and declare any other interests which they feel may be a source of conflict, or which might be perceived to conflict, with the interests of the charity. This includes interests held by the members’ spouse or children.

**3)  Resolution conflicts of interest (to be read in conjunction with clauses 29 and 30 of the Terms of Reference)**

* 1. The charity recognises that the majority of conflicts or potential conflicts will relate to a particular issue and as such will not present any long-term restrictions on an individual’s ability to work for the charity or to sit on its committees.
  2. In a small number of cases, major conflicts of interest may arise which compromise an individual’s ability to continue in their position within the charity. Where such a situation relates to a member of committee, the matter will be discussed by the Chair of the committee together with a committee staff member or secretary. In cases where agreement cannot be reached through this means, the case will be referred to the committee as a whole, whose decision should be taken as final.

3.5 If an individual is concerned about a possible conflict of interest involving another member of the committee, then he or she should raise the matter with the Chair of the Committee.

***As a member of the PSPA Services Committee, I agree to follow the rules set out in this document.***

**NAME:**

**SIGNATURE:**

**DATE**