

Expert Advisory Panel: Terms of Reference

For decision

Purpose

To agree the Terms of Reference of the Ombudsman's Expert Advisory Panel.

Recommendation

The Panel is asked to agree the Terms of Reference for its activities as presented below.

1. Purpose

- 1.1 The Expert Advisory Panel will provide a non-executive advisory function to the Ombudsman. Its members will offer challenge and support in areas of PHSO's work where the Ombudsman would find that useful.
- 1.2 Members will contribute individually to different work areas as agreed with the Ombudsman in writing.

2. Membership

- 2.1 The Panel membership consists of independent advisors appointed by the Ombudsman for this purpose.
- 2.2 Membership terms are limited to two years, with the option of annual extensions up to a total of five years. This will ensure the Panel's expertise is relevant to the changing priorities of the organisation.

3. Remit and responsibilities

- 3.1 The Expert Advisory Panel members are not PHSO employees and the Panel is not a decision-making forum.
- 3.2 Panel members are accountable directly to the Ombudsman and will be called upon individually to work on projects or any other activity as agreed with the Ombudsman.
- 3.3 All requests for Panel assistance will be agreed and made by the Ombudsman, either at his own instigation or on the recommendation of the Executive Team.
- 3.4 Where the Ombudsman himself identifies the need for advice from a member of the Panel, he will confirm the purpose of the work and the anticipated extent of the time commitment to the Chief Executive for information.

4. Frequency and Notice of meetings

- 4.1 Members will meet in full panel form annually, with additional meetings convened if business needs dictate.
- 4.2 The agenda will be agreed by the Ombudsman and will be circulated along with any meeting papers a minimum of five working days before the meeting.
- 4.3 The Executive Team will have a standing invitation to attend the meetings. Other members of staff may also attend, subject to the Chair's agreement.

5. Chair of the meeting

- 5.1 At any meeting of the Expert Advisory Panel, the Ombudsman will chair the meeting.
- 5.2 If the Ombudsman is absent from the meeting, the Chief Executive Officer will Chair the meeting.

6. Administration

- 6.1 Secretariat support will be provided by the Governance Team.
- 6.2 The Secretariat will maintain a schedule of actions arising to record and track the progress of actions. Monitoring and review

7. Evaluation, review and sign-off

- 7.1 The Terms of Reference for the Expert Advisory Panel will be reviewed annually to ensure it is operating at maximum effectiveness. Should any changes be considered necessary, these will be presented to the Ombudsman and the Executive Team for approval.

Reference: ToR EAP 2019
Effective date: September 2019
Review date: September 2020
Agreed by: Executive Team