



TERMS OF REFERENCE: THE PATIENT VOICE COMMITTEE

NAME OF GROUP:	The Patient Voice Committee (TPVC)
ACCOUNTABLE TO:	BPS Council
PRIMARY PURPOSE:	The Patient Voice Committee is appointed by and reports to The British Pain Society Council. They (or It) acts in an advisory capacity to Council of the British Pain Society. A Report of the activities of the TPVC will be reported at each Council Meeting. The Chairperson of the TPVC will be invited to attend Council meetings as a Co- Opted Member (Non-Voting), where the view of the TPVC is sought or the TPVC wish to present an item. Communication with the media will be through the British Pain Society's Executive Officers of Council and the Secretariat.
COMPOSITION OF COMMITTEE:	<p>Chair(s): Member with Lived Experience</p> <p>Vice Chair(s): Member with Lived Experience</p> <p>3-4 professional members who reflect the multidisciplinary nature of the BPS. Health professionals who may live with chronic pain and are still working as a health professional will not be accepted.</p> <p>The committee shall comprise of up to 8 members with lived experience. A person with lived experience is defined as an individual who is not medically or clinically trained, and not an allied health care professional, either retired or currently working. These members may be patients living with pain or carers and family members who support people living with pain. All members with lived experience will be invited to act as individuals rather than on behalf of outside organisations, but they will be encouraged to be a channel of communication between the British Pain Society and any organisations they may have links with.</p> <p>Co-opted Members: The TPVC shall have the power at any time to co-opt to the Committee any person with lived experience of a relevant Patient Organisation, subject to approval by the Council of the BPS. Any person so co-opted shall hold office for one year but (subject to the approval of the Committee) may have their office extended for a further year. A co- opted member of the Committee will act as a representative of the patient organisation to which they belong. Co-opted members of The Patient Voice Committee shall not be entitled to vote on matters brought before the Committee.</p>
TERMS OF OFFICE FOR COMMITTEE MEMBERS:	<ul style="list-style-type: none"> The Chairperson of the TPVC will normally serve a three year term of office, with an option for reappointment by the TPVC and approved by Council for a further three-year term.

	<ul style="list-style-type: none"> • Members with lived experience of the TPVC will normally serve an initial period of one year, which can be extended for a further two years. After this term, members shall be eligible for one further period of three years. • Professional Members of the TPVC will normally serve a period of three consecutive years. • If a member of the TPVC does not attend two consecutive meetings, they will be contacted to enquire if they wish to resign from the Committee. • Should a member of the committee miss three consecutive meetings, their membership of the committee may be discontinued at the discretion of the rest of the committee.
<p>APPOINTMENT OF CHAIR & COMMITTEE MEMBERS:</p>	<p>The Chairperson, Vice Chair and members with lived experience will be recruited by public advertisement and through contact with patient organisations. Appointment will be made through successful interview.</p> <p>A list of previously interested individuals will be kept for future vacancies for six months following advertisements and will then be deleted as per our privacy policy</p> <p>The President shall nominate professional members from Council, Special Interest Groups and the Membership generally.</p>

RESPONSIBILITIES:

- To advise the British Pain Society Council and Executives
- To facilitate learning and collaboration between patients, carers and healthcare professionals
- To respond to requests for comments from Council and its committees including reviewing publications and contributing to internal and external consultations
- To seek the concerns and views of patients, patient groups and carers regarding pain services and communicate these to Council
- To facilitate improved communication about pain and pain services to enable patients to be better informed and involved in decisions about their care through a variety of mediums
- To contribute to the wider debate on achieving consistent and equitable care for all
- To provide a lived experience perspective and contribution to BPS activities and to have an overview of national self-management programmes by contributing the patient and carer perspective in BPS activities and national services supporting pain self-management.
- To encourage and support patients and carers to be better informed and involved in decisions about their care, through the production and evaluation of educational resources for patients and carers on accessing and navigating services and, self-management techniques

	<ul style="list-style-type: none"> To maintain a working relationship with the Patient Reference Group in the BPS
SERVICED BY:	The Secretariat will provide administrative support for the Chairperson and TPVC.
FREQUENCY OF MEETINGS:	The TPVC meet on average 6 times per year virtually i.e. every two (2) months.
QUORUM FOR MEETINGS:	The quorum for meetings of the TPVC is 4, of whom one must be a lay person and one must be a professional member.
MINUTES CIRCULATED TO:	Executive Officer Liaison (The President)
MANAGEMENT OF THE GROUP:	<p>Induction into aims, policies and workings of the British Pain Society will be arranged for all members.</p> <p>Travelling and subsistence expenses of members will be paid by the British Pain Society. The budget for the TPVC will be determined annually by Council.</p>
NEXT REVIEW DATE:	To be reviewed annually (April 2025)