

Terms of Reference

Charity Forum

NHS England and NHS Improvement



Terms of Reference

Charity Forum

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Contents

Charity Forum	0
Terms of Reference.....	1
Charity Forum	1
Contents.....	2
1. Introduction and Background	3
2. Role of the Charity Forum	3
3. Declarations of Interest	3
4. Membership	3
5. Frequency of meetings.....	3
6. Secretariat.....	4
7. Governance and accountability	4
8. Reporting and communications.....	4

1. Introduction and Background

This document sets out the Terms of Reference for the NHS Cancer Programme Charity Forum.

The purpose of the Charity Forum is to bring together the experience and expertise of the cancer charities, to advise and guide the delivery of the work of the NHS Cancer Programme in delivering the NHS Long Term Plan.

This document will next be reviewed in July 2020.

2. Role of the Charity Forum

The Charity Forum has been established in order to:

- Provide advice and guidance on the policy development and implementation of the cancer commitments in the NHS Long Term Plan.
- Provide a forum to share updates and progress to enable support, challenge and feedback on programme delivery.
- Help facilitate closer working between the cancer charities and NHS Cancer Programme.

3. Declarations of Interest

A conflict of interest is a set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, commissioning, or assuring tax payer funded health and care services is, or could be, impaired or influenced by another interest they hold.

We do not envisage particular conflicts of interest but, where these arise, members should make these clear.

4. Membership

Membership of the Forum is open to Chief Executives of all cancer charities. Each charity is welcome to send one attendee.

If Chief Executive members are unable to attend, they can nominate a suitable senior staff member to attend in their place.

As the Charity Forum is not a decision-making body, there is no specific quorum for its meetings.

5. Frequency of meetings

The Forum will meet up to three times per year, scheduled wherever possible to coincide with the National Cancer Board to inform Board discussions.

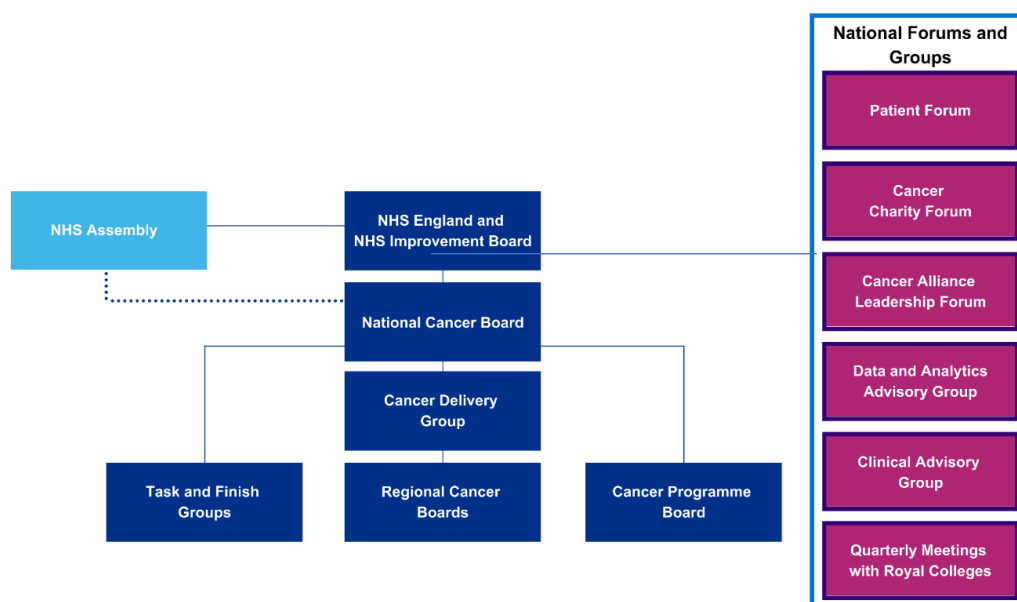
6. Secretariat

The Forum will be chaired by Lynda Thomas, Chief Executive of Macmillan Cancer Support. Cally Palmer, National Cancer Director, will also attend each meeting.

Secretariat for the group will be provided by the NHS Cancer Programme.

The secretariat can be contacted on: Stefanie.dimov1@nhs.net

7. Governance and accountability



The Charity Forum will act in an advisory role to the Cancer Programme to support the implementation and delivery of the cancer commitments in the NHS Long Term Plan.

8. Reporting and communications

The Chair of the Forum is a member of the National Cancer Board and will report back to the Board on discussions and advice from the Forum.

The agenda and papers for the meeting will be sent to members five working days before the meeting.

We wish to promote open discussion of all relevant issues to the Forum. In principle, papers will be drafted in such a way to be publicly shareable. Where papers are confidential, this will be made clear in advance.