



## TERMS OF REFERENCE APM WORKFORCE COMMITTEE

### 1. Name

The name of the APM Committee shall be 'APM Workforce Committee'

### 2. Purpose

The APM Workforce Committee advises the Executive Committee of the APM on matters pertaining to workforce planning so that the APM is able to provide accurate and appropriate advice to relevant local and national bodies on workforce requirements for delivering specialist palliative care services.

### 3. Committee Membership

Chair

Representative for each country reflecting the size and geographical spread of population of each country represented: England (2), Scotland (1), Wales (1), Northern Ireland (1), Republic of Ireland (1)

SAC (1)

Trainee (1)

SSAS (1)

Junior (1)

Total: 10

### 4. Term of office

Chair 3 years

Committee Members 4 years

No Committee member may serve more than 2 terms and/or serve more than 1 term as chair, providing a maximum of 11 years. The chair/committee members can serve more than their term of office, only by agreement with the Executive Committee.

### 5. Accountable to

APM Executive Committee. The Workforce Committee will be asked to report to the Executive Committee 3 times per year.

## **6. Election**

Country representatives: ballot of full members of the APM whose main place of work is in that country for which the representative is being elected

Chair elected by ballot of Committee Members through the Secretariat.

## **7. Meetings**

Frequency of meetings: 6 times per year

The Workforce Committee can have a maximum of 2 face to face meetings per year.

APM committees can have as many telephone conferences as they wish, but should do this in conjunction with the APM Secretariat, to ensure that meetings/calls are coordinated with other committees and that value for money is achieved.

A meeting should be considered quorate if the Chair (or their deputy is present) plus 50% of other members.

If any member does not attend more than 50% of the meetings in a year their position on the committee will be vacated unless the exec approves their continued membership due to special circumstances.

## **8. Funding**

Venues for meetings and travel expenses will be funded by the APM.  
(See *expenses policy*)

## **9. Role of Committee**

- To advise the Executive Committee of the APM on matters pertaining to workforce planning so that the APM is able to provide accurate and appropriate advice to relevant local and national bodies on workforce requirements for delivering specialist palliative care services.
- To collect, analyse and present workforce and workload data relating to the palliative medicine workforce.
- To receive and respond to requests by the Executive Committee of the APM for work relating to workforce planning, either for the APM or for other relevant bodies.
- To support national and local workforce strategic planning, and where appropriate, advise on commissioning of specialist palliative care services.
- To work closely with the SAC in Palliative Medicine in all issues related to workforce planning where these objectives overlap.
- To work synergistically with other palliative care professional groups about workforce needs for the delivery of specialist palliative care services.