

**Information for applicants: Lay Advisory Committee**

Role Description

The Lay Committee of the Royal College of Physicians of Edinburgh provides a non-medical perspective on all aspects of College policy across the UK and internationally. It provides lay representatives for other College committees, including shared committees with sister Colleges.

The Committee has up to 12 lay representatives and 4 ex-officio members, including the President, CEO, Policy Officer and an elected medical member of the College Council.

The Lay Advisory Committee is a high-level group of non-medically qualified individuals who advise and guide the work of the College. Applications are sought particularly from individuals with significant experience in health inequalities from the perspective of sustainability, climate change, housing or other factors.

The Committee functions in an advisory role where it has full discretion over its agenda and discussions. It can propose items for discussion by Council and receives requests from Council to lead on short term projects. The Chair of the Committee is elected by members of the Committee and sits on Council.

The Committee meets routinely a few times a year usually in the late afternoon, with sub groups meeting as the workload dictates. In recent years the Committee has also run a full day meeting considering strategy and focused on topics of importance. Video linking and telephone conferencing are available for those unable to travel to Edinburgh.

The term of office is 3 years. Membership of the Committee does not attract payment but reasonable travel expenses will be reimbursed.

All Lay Advisors must respect the confidentiality of information received and must act at all times in an apolitical manner. Conflicts of interest must be declared annually.

Role and Remit

1. To provide a lay perspective on College work including:

* Key public consultations
* College policy reports
* Strategic planning

1. To bring to the attention of College additional matters for consideration
2. To provide members to sit on other College and Federation/Academy bodies as lay representatives as required (e.g. examination and training boards).

Selection criteria

Applicants must:

* Not hold a recognised primary medical qualification;
* Be committed to improving patient care;
* Have a demonstrable interest in health and health services with some understanding of hospital medicine in any of the 4 nations;
* Be capable of reading and absorbing large amounts of complex information quickly;
* Have well developed analytical skills;
* Have demonstrable communication skills;
* Commit to attending a minimum of 50% of meetings held during their term of office.

Informal enquiries about the Lay Advisory Committee should be directed to Douglas Pattullo, Policy Officer [d.pattullo@rcpe.ac.uk](mailto:d.pattullo@rcpe.ac.uk)   
  
Completed application forms should be returned to [d.pattullo@rcpe.ac.uk](mailto:d.pattullo@rcpe.ac.uk) by **9am on Friday 24 June 2022.**

Interviews are likely to take place both in person and online during the week commencing **Monday 4 July 2022**.

About the College

The Royal College of Physicians of Edinburgh (“the College”) is a professional membership organisation that sets clinical standards and aims to improve the quality of patient care. Founded in 1681, we support and educate doctors in the hospital sector throughout the UK and around the world with over 14,000 Fellows and Members in over 90 countries, covering 54 medical specialties and interests. The College enables a worldwide community of physicians and their teams to advance the health of our global population for the long-term benefit of society, engaging in health policy and promoting equity of access to healthcare.

Find out more at <http://www.rcpe.ac.uk/>