



Professional
Record
Standards
Body

Professional Record Standards Body (PRSB)

Advisory Board

Purpose and Terms of Reference

July 2021

Professional Record Standards Body (PRSB) Advisory Board: purpose and terms of reference

Overall purpose

The Advisory Board occupies a pivotal role in the operation and development of the PRSB bringing the perspective of a wide range of health and social care bodies from across the UK that help shape and inform PRSB's future strategy and priorities. The Advisory Board acts as a two-way conduit between the PRSB and its members and wider stakeholders. As a forum, the Advisory Board does not take definitive decisions in the name of the PRSB.

Terms of Reference

1. Consider and advise on the future strategic direction and priorities of the PRSB in established or new programmes of work .
2. Advise on the most effective way for the PRSB to interface with stakeholders across the four UK nations.
3. Provide an effective means of communicating PRSB products, services, initiatives and developments to member organisations and beyond to wider networks.
4. Feed in views, comments and perspectives to the PRSB from member organisations as regards PRSB products, services, initiatives and developments.

Membership

5. The Advisory Board comprises representatives of PRSB members and of patients and service users.

Chair

6. The Chair of the PRSB Board will chair the Advisory Board. In their absence, the Board Chair will nominate another member of the Board to take the chair.
7. The duties of the Chair of the Advisory Board include –
 - a. Chairing meetings;
 - b. Ensuring that the purpose and terms of reference are observed;
 - c. Engaging all members of the Advisory Board in the work being done.

Operation

8. The Advisory Board will usually meet not more than four times per year on dates to be agreed unless exceptionally required to transact urgent business.
9. Meetings are usually held by virtual means/remote attendance but in-person meetings may be arranged from time to time.
10. Advisory Board members may be called upon to consider matters electronically between meetings.
11. Advisory Board members will not speak publicly on or behalf of the PRSB unless authorised to do so by the Board Chair.
12. Advisory Board members will abide by any stated or implied confidentiality that relates to the work of the Board during or after any period of membership.
13. Advisory Board members will comply with the provisions of the General Data Protection Regulation as regards processing of any personal data where it is made available to them as part of their work.
14. As a forum, there is no specified quorum for Advisory Board meetings, although no meeting would normally proceed unless a Non-Executive Director of the PRSB Board or a PRSB Executive Director was present.

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