



## **Lay Liaison and Ethics Group (LLEG)**

### **Terms of Reference**

- 1 Reporting to: Wales Cancer Bank Executive group (WCBEG)
- 2 Membership. This will be ratified by the WCBEG. There should be a maximum of eight members. Two further members may be co-opted onto the group but will not have the right to vote to be eligible to be nominated for the Chair or Vice-Chair roles.
- 3 Chairmanship. The Chair and Vice-Chair positions will be elected by the membership of the LLEG. The Chair is a member of the WCB Executive.
- 4 Term. The usual term for Chair and Vice-Chair is two (2) years. Both positions will be eligible for re-election for one further term but will not serve for more than two terms. In the event of a tied election vote, the incumbent Chair will have the deciding vote. General membership is open-ended, with an expectation of attending a minimum of one LLEG meeting per annum
- 5 Quorum. LLEG will be quorate if 50% or more of the membership is present.
- 6 Frequency and location of meetings. The lay group will meet up to 3 times a year. The date time and location will be arranged by the WCB office and communicated to members in advance. Confirmation of the arrangements will be circulated by the WCB office with the meeting papers at least one week before the meeting date.
- 7 Observers. Observers will be allowed to attend LLEG meetings with the prior agreement of the Chairman. Observers may be invited by the Chairman to address the meeting, but they will not have the right to vote.
- 8 Notice of meetings and agendas. Any items from the members for inclusion on the agenda should be submitted to the Chair at least two weeks before the meeting. Agenda items will always include 'Any Other Business' (AOB) for items that may have arisen since the agenda was circulated. Apologies for non-attendance should be sent in advance of the meeting whenever possible. Travel expenses (as per Cardiff University regulations) will be reimbursed by WCB at the discretion of the WCB Senior Team Lead.
- 9 Minutes. Minutes will normally be circulated (by email) within one month of the date of the meeting. Hard copies can be supplied, prior notice needs to be given and authorised. Any corrections should be raised at the next meeting. The WCB Senior Team Lead will be responsible for forwarding the LLEG Minutes to the Executive Group and inclusion on the agenda for the WCB group meetings.
- 10 Role of the LLEG Group

- To provide lay input into each of the WCB committees. Members will be affiliated, one each, to:
  - i) the Operational Management group,
  - ii) the Human Tissue Authority (HTA) Persons Designated/Local leads Committee,
  - iii) the WCB Research Committee,
  - iv) WCB Communications Strategy Group

A summary of each meeting should be kept by the member to be a) forwarded to the LLEG chair and b) presented by the member at the next LLEG meeting.

Should an affiliated member be unable to attend any of the meetings, a stand-in member of LLEG may be asked to attend in their place.

LLEG members may be invited to attend additional WCB working group meetings on an ad-hoc basis, where appropriate

- To review (via a rota system) the lay summaries on applications for samples to ensure content is understandable to a lay audience
- To monitor and advise on necessary amendments to the public/patient-facing documentation and to review this at regular intervals to ensure that WCB documentation is kept up to date with government legislation and changing Ethics guidance.
- To advise on the content of the WCB website, particularly with reference to information for patients and the general public
- Maintain a presence and advise on the content of WCB social media network sites, i.e Facebook, LinkedIn etc
- To liaise with patient groups around Wales to increase the profile of WCB and identify opportunities for dissemination of information
- To attend, if appropriate and with prior agreement, patient focussed conferences or workshops (at WCB's expense) and provide feedback
- To constitute a membership sub-committee as and when required to address membership related issues

For recruitment of new members refer to LLEG Recruitment SOP, WCB SOP M17

## 11 LLEG Code of Conduct

Members of LLEG will be required to adhere to this Code of Conduct

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- All matters discussed regarding the WCB/LLEG are confidential.
- Members should be prepared to voice opinions and to contribute to Group debates in an objective and balanced way.
- Members will respect and tolerate the opinions of others, and listen and respond sensitively, giving all individuals an opportunity to contribute.
- Members must act in a manner not to bring disrepute to WCB/LLEG
- Members will ensure that when asked to give a view on behalf of the Group, that it is truly the view of the Group and not a personal view.
- Members are not at liberty to issue press releases without prior consultation and approval of the WCB Executive group
- To ensure and maintain integrity of the WCB/LLEG, membership of the Group is as an individual 'Member' and not representing any employing or sponsoring organisation.
- Members will NOT use the Group as a personal platform.

#### Contravention of the Code of Conduct

Where it is identified that a LLEG Member has in some way contravened the Code of Conduct or has in any way acted in such a manner, that brings the Group into disrepute the following action will be implemented by the Membership sub-committee comprising of the WCB Senior Team Lead, LLEG Chair and Vice Chair:-

- The Member will be asked to explain their actions
- Dependent on the situation and outcome of the meeting:-
  - The Member will be given a warning in respect of the future behaviour
  - Their behaviour will be monitored for 6 months
  - They may be asked to leave the LLEG

#### Grievance Procedure

If a member is aggrieved/dissatisfied with the outcome of the decision/s made by the Membership sub-committee they have the right of appeal to a Grievance Committee.

A Grievance Committee will be set up and consist of Independent Members, external to the LLEG group. The decision of this committee is final.