

Terms of Reference – BASICS South West

1.0 Name

The organisation shall be known as BASICS South West (BSW).

2.0 Aims

The aims of the organisation shall be:

1. To strengthen the relationship between its constituent immediate care schemes (“the schemes”) by pooling, where appropriate, knowledge and resources to support and encourage the development of immediate care in the South West, and the associated activities of the member schemes.
2. To act as a representative body for its membership, serving as a single interface with South Western Ambulance Service NHS FT and others on matters relating to BASICS responders in the South West.
3. To make recommendations to South Western Ambulance Service NHS FT regarding the skills, qualifications and overall suitability for individual scheme members to become (and remain) active medical responders on behalf of SWASFT.
4. To agree and undertake specified clinical governance functions on behalf of South Western Ambulance Service NHT FT, applicable to BASICS responding activities. As such, BASICS South West offers a mechanism for schemes to provide assurances to the Ambulance Service regarding the activities their members undertake on behalf of the Service.
5. To develop specific clinical guidance or policy, where applicable, for issues relating specifically to the activity BASICS responders to supplement broader ambulance service policies.

3.0 Membership

Current membership of BASICS South West is comprised of the following schemes:

- SAVES (founding member scheme)
- BASICS Cornwall (founding member scheme)
- Devon BASICS (formed by the amalgamation of the two founding schemes TACTICS and PLIMS)
- BASICS Gloucestershire
- SWIFT Medics

Membership may be offered to other BASICS schemes in the South West by agreement of the committee. Initially, an approach for membership should be put to the committee co-ordinator, who will raise the request with the committee. Evidence of the accreditation criteria described in section 7 may be sought.

Continued membership of the committee is subject to schemes meeting the annual re-accreditation criteria as laid out in section 7. Failure to meet these criteria will result in a scheme relinquishing membership of BASICS South West. South Western Ambulance Service NHS Foundation Trust may choose to withdraw support for members of an unaccredited scheme.

4.0 Committee

BASICS South West shall be run by committee. Each participating scheme will be represented on the committee by at least 1 but no more than 2 members. Representatives will be nominated by the member schemes.

The committee shall meet at a frequency, time and place agreeable to its members. There will be a minimum of 2 committee meetings per 12 month period. Minutes will be kept of these meetings.

Additionally, the committee will seek advisory representation at its meetings from the Responder Department (1 member) and the Medical Directorate of SWAST (1 member). The committee may seek representation from others at its meetings as appropriate.

5.0 Officers

The committee will elect from itself a member to perform the function of 'co-ordinator', on an annual basis.

If the need arises for other officer posts, these should be agreed on by the committee.

6.0 Financial Matters

The committee will not hold monies in and of itself. Personal expenses of the committee shall be the responsibility of individual member schemes. Any income received or expenses incurred shall be shared amongst the member schemes in a manner agreed by the committee.

7.0 Accreditation of Schemes

The following criteria are required for initial and on-going membership of BASICS South West:

1. The scheme should be registered with and accredited by the National BASICS organisation
2. The scheme should be a registered Charity in good standing with the Charity Commission and governed by a constitution.
3. The scheme should be purposefully represented at a minimum of 50% of the committee meetings held in a 12 month period.

4. The scheme should have an active continuing professional development programme for its members, the content of which is satisfactory to the committee.

8.0 Voting

If a matter should require a vote, this will be by simple majority show of hands. If necessary, the BASICS South West co-ordinator will have the casting vote.

Agreed by the Committee of BASICS South West at a meeting held on 14.05.2019.