

NYHDIF Constitution

1. Objectives

The objectives of the Forum are to support the work of its members, NHS and DH based organisations in the North-East, Yorkshire and Humber, and adjoining areas, by:

- a. Coordinating the views of members with the intention of providing more substantive input formally into any national programmes and of taking action to influence the National Informatics and Digital agenda.
- b. Considering specific matters and making recommendations, wherever and to whomever appropriate, regarding implications and expectations of the service.
- c. Providing networking opportunities for members to support the sharing of good practice and expert knowledge.
- d. Providing a professional channel for communicating information and advising on National and Regional initiatives to those charged with implementing them.
- e. Supporting the implementation of the national Informatics and Digital strategies and other National and Regional initiatives by:
 - o providing a forum for consultation and discussion which can be used to influence,
 - o nominating and supporting members to serve on Regional and National working groups,
 - o undertaking or commissioning work which is of common benefit.
- f. Promoting good practice and value for money by:
 - o developing standards,
 - o sharing experience and lessons learned,
 - o developing the competence of Informatics staff,
 - o addressing issues of common concern,
 - o developing, planning, and coordinating the implementation of initiatives,
- g. acting as an Informatics/Digital reference point for other groups, establishing useful links with other similar groups.

2. Membership

- a. Membership will be open to NHS and DH organisations in the North East, Yorkshire and the Humber regions, and all adjoining areas. Organisations outside this area may be admitted to membership with the agreement of the Forum.
- b. Representatives of other organisations may attend meetings, on request or by invitation, at the discretion of the Chair.
- c. Representatives will normally be the Director(s) responsible for IM&T, Head(s) of IM&T, CIO(s), etc, according to organisation structures. Substitutes will be encouraged to represent the organisation when the nominated representative is unable to attend.
- d. The Membership Year will run from 1 April to 31 March.

3. Organisation

- a. The Forum will normally meet either eleven or six times per annum (to be agreed annually for the year by the Management Committee, one of which will be a Conference/Time-Out event (almost always in November)).
- b. The Forum will have the ability to set up special interest sub-groups for items which merit more detailed discussions.
- c. Focused Sub-Groups will be established as required; Chairs of Sub-Groups will be members of the Forum.
- d. Chairs of Sub-Groups will ensure that the minutes of meetings are circulated to the whole Forum.

4. Management Committee

- a. A Management Committee will be elected annually with responsibility for:
 - o encouraging participation in coordinating the agenda, production of papers, minutes etc.,
 - o arranging the programme of topics and special events,
 - o organising the annual Time Out Conference,
 - o chairing meetings and events,
 - o where necessary, act on behalf of the Forum (subject to ratification),
 - o collecting subscriptions and keeping membership records,
 - o disbursement of income received from subscriptions,
 - o booking venues for meetings.
- b. The Management Committee will consist of a Chair, Vice-Chair plus a minimum of two other members, and two NYHDIF Administrators.
- c. The Management Committee should represent the overall membership and interests of the Forum and the Committee has the authority to co-opt additional members to ensure adequate representation and the competence to fulfil its role.

- d. The Management Committee will be elected annually by 31 March for the following year, April to March.
- e. The current Chair will arrange a ballot for the election of the Chair and Committee members. Only subscribing members will be entitled to vote.
- f. Members will be invited to offer themselves for the office to the current Chair. Members may offer to stand as Chair and / or Management Committee member.
- g. Each member eligible to vote will be entitled to vote for the chair and for up to five committee members.
- h. The Management Committee will make appropriate arrangements for the transaction of business but must:
 - o appoint a Vice-Chairman,
 - o appoint one of its members to be responsible for the Forum's financial affairs,
 - o arrange appropriate administrative support for the work of the committee and of the Forum. (Current NYHDIF Administrators may be required to exclude themselves from agenda items concerned with this function.)
- i. The Management Committee must obtain the approval of the full Forum for the arrangements made.

5. Support

- a. The Management Committee will normally employ support and administrative organisers to assist with discharging a number of the functions listed at 4.a. above.
- b. The Management Committee must be in full agreement regarding who is employed and the terms under which they are employed (subject to para 4.h. bullet 3 parentheses above).
- c. The support and administrative organisers will take on whatever duties are allocated to them by the Management Committee, including the organising and running of meetings and the annual Conference, recruitment of new members, maintenance of the funds, etc.

6. Funding

- a. The Forum will be funded by annual subscriptions. Additional funding for the Annual Conference/Time-Out may be raised using Sponsors, all details of which must be approved by the Management Committee.
- b. The subscriptions will be used to fund:
 - o hire of rooms,
 - o administrative expenses, speakers' expenses,
 - o other expenses approved by the Forum.

- c. Subscriptions will be due for payment on 1 April each year, but this can be paid before this date by prior arrangement.
- d. Subscription charges for the membership year will be agreed by the Forum before 31 March for the following year.
- e. The Forum's funds will be administered by the NYHDIF Administrators, who must make available all accounts etc for audit at any time on request of the Management Committee.