



SCOTTISH BRANCH

Terms of Reference

1. Primary Purpose

The primary purpose of Scotland's Branch is to act as the Institute's focal point in Scotland.

2. Key Responsibilities

The Scottish Branch is to hold the Institute "in trust" for current and beneficiaries by:

- i. Assisting the National Council of the Institute to achieve its vision, mission and strategic direction;
- ii. Being responsible for the performance of the Branch;
- iii. Ensuring that the Branch complies with all legal and regulatory requirements;
- iv. Acting as guardians of Branch assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
- v. Ensuring that Branch governance is of the highest possible standard.

3. Duties and Tasks to Fulfil the Key Responsibilities

Taking an active role in achieving the Institutes vision, mission and strategic direction as proposed by the National Council and focusing on achieving these.

To work in partnership with the National, the chief executive and other senior staff to ensure that:

- i. the Institute's vision, mission and strategic plan agreed by the Council is driven forward, and that there is a common understanding of the plans by the branch committee, its officers and branch members;
- ii. there are effective mechanisms to:
 - a) listen to members and advise the national council of their views where appropriate;
 - b) have an awareness of the professional environment in Scotland and advise of any salient issues emerging; and
 - c) assess the activities of the Branch and consider initiatives which might improve its services.



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4. Branch Officers and Committees, are responsible for the local performance of the Institute and for its corporate behaviour to:

- i. support and actively assist in considering the progress of the Institute in relation to its vision; mission; strategic objectives; priorities; business plans; annual targets and to provide an annual report to Council on the performance & activities of the Branch;
- ii. ensure that the fundamental values and guiding principles of the Institute are articulated and reflected in the Branch;
- iii. ensure that the views of beneficiaries on the performance of the institute are considered by the Branch;
- iv. appoint the Branch Officers and a Committee in accordance with the Articles of Association;
- v. articulate the values of the Institute;
- vi. actively take Council policies forward; and
- vii. ensure that there are mechanisms in place for members or other individuals, groups or organisations to voice concerns about any activity that detracts from the values of the Institute.

5. Ensure that the Branch complies with all legal and regulatory requirements to:

- i. be aware of, and ensure the Branch complies with all legal, regulatory and statutory requirements;
- ii. maintain familiarity with the rules and constitution that govern the Institute, to ensure that the Branch complies with its governing instruments; and
- iii. work within the levels of delegated authority and ensure that decisions are recorded in Branch minutes to maintain clear and accurate records.

6. Be guardians of all the Institute's assets, both tangible and intangible, taking all due care over their security, deployment and proper application to ensure that:

- i. the Branch has satisfactory control systems and procedures for holding in trust for the beneficiaries', monies, properties and other assets;
- ii. any major risks which the Branch may be exposed to, are recorded and periodically reviewed and systems established to mitigate risks;



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- iii. intangible assets such as organisational knowledge and expertise, intellectual property and the Branch's good reputation etc. are properly valued, utilised and safeguarded;
- iv. Officers act reasonably, prudently and collectively, with honesty and integrity in all matters relating to the Branch and to act in the interests of the Institute;
- v. Officers are accountable for the continuing effectiveness of the Branch, and
- vi. Officers exercise effective control of the Branch's financial affairs and to ensure that the way the Branch is administered is not open to abuse by anyone and that the systems of control are rigorous and consistently maintained through regular evaluation and improvement, where appropriate.

7. Ensuring that the Branch's governance is of the highest possible standard to ensure that:

- i. the Branch has a governance structure that is appropriate to its size, complexity and stage of development, which enables Branch Officers and the Branch Committee to fulfil their responsibilities;
- ii. the Branch has the necessary skills to effectively run the Branch or to seek the support of IHEEM's central resources;
- iii. there is a systematic, open and fair procedure for the recruitment or co-option of Committee Members and Officers;
- iv. there is a succession plan for the Branch Officers and Branch Council Representatives; to
 - a) reflect annually on the branch's performance; and
 - b) to comply with the institute's code of conduct.

8. Contribute to the technical development of Branch Members.

- i. Plan and manage a varied technical programme consisting of technical presentations, technical visits and/or social events.
- ii. As appropriate, hold regional conferences.
- iii. All technical programmes should be in support of the obligation of members to undertake Continuing Professional Development, (CPD). These events should be accredited by the issue of CPD certificates, as appropriate.
- iv. Actively use the Institutes website to promote the Branch technical programme.