The Institute of Healthcare Engineering and Estate Management

TECHNICAL PLATFORMS -TERMS OF REFERENCE

1   Primary Purpose

1.1   The primary purpose of IHEEM`s Technical Platforms is to act as the Institute`s focal point for all technical matters concerning the relevant specialism or discipline it represents.

1.2   This includes, but is not limited to, the creation and maintenance of IHEEM policies, reporting on relevant issues to the Technology Platform Committee via its Chair and managing the Institute's relevant technical responses and activities.

2   Technical Platform Composition

2.1   Technical Platform membership shall comprise of all IHEEM registered Authorising Engineers and members of IHEEM who are practising in the specific discipline and are willing to make a contribution to the work of the Technical Platform and those who are training to be Authorising Engineers tailored to the specific discipline. The Technical Platform should also welcome those Members who are at the early stages of their professional careers eg Technician, graduates and apprentices Each Technical Platform will elect a Chair and a Vice Chair who are considered as leading practitioners in the specialism through an open and fair election process of a call for nominations (either self or third-party nomination) followed by a vote from members of that Technical Platform. The term of office will be for three years at the end of which the election process will be initiated to elect a new Chair and Vice Chair. A Vice Chair may seek election as Chair. Existing Chairs and/or Vice Chairs may continue for a further term of office of the same position for a period not exceeding two consecutive terms of office.

2.2   The Chair of the Technical Platform must be an IHEEM member and hold Chartered or Incorporated Engineer registration status or hold an equivalent professional qualification relevant to that Technical Platform discipline, together with appropriate professional experience.

2.3   The Technical Platform membership will be members of IHEEM. However, this does not preclude non-members being invited by the Technology Platform Committee to advise on particular issues.   Non-members may be invited to attend a single meeting, by a consensus decision of the Technical Platform membership. Invited members will be asked to provide a declaration of any relevant conflicts of interest.

2.4   In the event that the Chair is unable to attend, the Vice Chair will assume the Chair's functions for that meeting. In line with IHEEM policy, the meeting will be considered quorate when a minimum of one-third of the membership attend, one of which must be the Chair or Vice Chair.

2.5   The Chair will ensure that an agenda is circulated to all Technical Platform members prior to the meeting. Each agenda will be approved by consensus at the commencement of the meeting, and brief minutes capturing key points and decisions will be circulated to all Technical Platform members within 2 weeks of the close of the meeting.

3   Principal Responsibilities

3.1   To create a specific IHEEM policy, advise on relevant developments in the specialism /discipline and comment on and influence areas of policy and operational practice for the various technical aspects in that field.

3.2   To ensure that all Technical Platform activities are impartial and independent and do not promote or endorse any commercial product or service.

3.3   To promote the publication of books and technical papers on specialist/discipline specific matters, including the submission of technical papers to the Health Estate Journal and other relevant publications.

3.4   To liaise with other relevant national and international professional bodies and organisations e.g. NHS England and NHS Improvement, Devolved Nations, Royal Academy of Engineering, The British Standards Institution for the purpose of sharing information and formulation of policy advice or guidance on specialist /discipline specific matters.

3.5   To advise the IHEEM Technology Platform Committee (through IHEEM Head Office) on relevant technical subjects for inclusion at the Institute`s Conferences and Seminars. This will include organising and hosting a minimum of one specialist/discipline specific seminar per annum to keep members updated and appraised of new developments, guidance and technological advances in the area. Head Office staff will support their production, including advertising, marketing and gaining sponsorship etc. Seminars may be face to face or virtual via webinar.

3.6   To provide recommended responses to the Institute on consultation papers and initiatives required on new developments in the specialism/discipline.

3.7 To select representatives of the Technical Platform to represent the Institute on relevant working parties and technology groups investigating and reporting on topics of relevance. An approvals process for individuals who have been invited to represent IHEEM at working groups, committees held by external bodies is in place (See Appendix 1).

3.8 To provide the Institutes formal response to requests for comment or contribution to relevant HTMs, HBNs and any further guidance by the Department of Health, NHS England & NHS Improvement and the Devolved Nations. There is a separate guidance note on the process for undertaking this task (See Appendix 2)

3.9 To assist members, Technical Platforms will be encouraged and supported to provide their own "Practitioner Guidance" to supplement and interpret the more formal range of guidance issued.   Production of Practitioner Guidance will be in accordance with IHEEM's Policy Framework and once acceptable will be badged, marketed and published as IHEEM guidance and copyright. All such documents will include written acknowledgement of contributions (where appropriate) and authors will have rights of use without recompense to IHEEM.

3.10 The Chair and Vice Chair will be the initial points of contact to respond to any potential breaches of the IHEEM Code of Conduct.

3.11 The Technical Platform will determine the formal criteria the Authorising Engineer applicant is required to meet in order to apply to the Authorising Engineer Register for their respective discipline. The Technical Platform must ensure the criteria are fit for purpose with appropriate levels of qualifications and education, work experience expertise and capability. The Technical Platform Committee will ensure all the Authorising Engineer Registers meet these requirements and there is consistency across all Registers.

4   Authorising Engineer Registers

4.1 Separate Boards of Registration are in place to manage the registration of suitably qualified individuals onto the Authorising Engineer Registers for the following disciplines: Decontamination, Medical Gas Pipeline Systems, Electrical Services, Water Safety & Hygiene and Ventilation. The Terms of Reference for the Authorising Engineering Boards of Registration are available on the IHEEM website.

4.2 To ensure independence the Chair of the Technical Platform must be a different person from the Chair of the Board of Registration for the discipline.

4.3 IHEEM Head Office will select and appoint appropriate peer review panels in line with Engineering Council UK requirements.

5 Accountability and Reporting Arrangements

5.1 Technical Platforms are accountable to the Technology Platform Committee. The Chair of the Technology Platform Committee will be endorsed by Council.

5.2 All Technical Platform Chair and Vice Chair appointments will be notified to Council for endorsement.

6 Meeting Arrangements

6.1 Technical Platforms will be serviced by a member of the Institutes Head Office who will attend meeting and prepare agendas, minutes and reports in association with the Chair. Technical Platforms should meet at least four times a year and use online technology which will be provided by Head Office. They may include one face-to-face meeting a year if required.

7 Decision-Making

7.1 Technical Platforms will adopt a consensus approach to decision-making where no fewer than 75% of members present are in agreement. Any objections are to be formally noted in the minutes.

7.2 Any exceptional decision that is required outside of a meeting may be conducted by email and any action that has occurred following that decision will be placed on the agenda of the next meeting for ratification by the full Technical Platform and recorded in the minutes of that meeting.

8 Authority

8.1 These Terms of Reference shall be reviewed by Head Office and the Chair of the Technology Platform Committee every 3 years and submitted to national council for ratification. A formal review with all Technical Platform representation should also be undertaken at 5 yearly intervals, or when there is a material change to the role of the Institute to ensure good governance and relevance.

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9   IHEEM Technical Platforms

Currently covering the following areas of specialism / disciplines:

Decontamination	Electrical
Fire-Safety	Medical Devices/Equipment
Medical Gases	Sustainability
Ventilation	Water Safety & Hygiene

Approval Process to Represent IHEEM at External Bodies, Working Groups, Task Forces and Committees

1   Background

It is essential that appropriate governance is in place across all the Institute activities relating to these representations. This is to ensure a detailed record of all Members acting on our behalf of the Institute are agreed and held by Head Office. This is in accordance with our Engineering Council license responsibilities, along with national council commitment to ensure fairness and equality of opportunity and appropriate representation of the Institute.

There are predominately three routes available to seek approval for IHEEM members to officially represent IHEEM at external meetings, committees or working groups. These are as follows:-

a) External Organisations approaching IHEEM Head Office Directly
b) Chair of Technical Platforms or any IHEEM committee
c) Individual requests from members

Before agreeing to take up any formal requests formal acceptance must be sought and approved by the Institute through Head Office.

1   Where Head Office receives an invitation directly, the invitation will be circulated to the chair of the relevant Technical Platform and all its members for consideration and formal response.

2   Members of IHEEM who are approached directly should complete the Request to represent IHEEM at an external organisation form (copies can be requested from Head Office or found on our website under Governance). Members of the relevant Technical Platform will be made aware of the opportunity, any interested members upon completion of the form will also be considered for the role. Key point this should be discussed at the relevant Technial Platform and agreement reached regards the benefit of attendance and who they want to nominate

3   In both incidences 1 and 2 above all interested parties that have completed the relevant paperwork will be considered first by full Technical Platform for discussion and final agreement as to the best person to represent IHEEM. This may result in the Technical Platform recommending no-one represent the Institute as it isn't deemed appropriate.

4   The Chair of the relevant Technical Platform will minute the Platforms decision and forward this to Head Office, where final consideration will be given and a

response made back to the proposed Member and the Technical Platform Chair within 5 days of receipt.

5   Members should only accept invitations once they have received written confirmation from Head Office.

6   Head Office will also provide written confirmation to the external organisation detailing the Institute's representative. Details will be then entered into our internal register.

7   IHEEM reserve the right to terminate the appointment of any individual if the Member representing IHEEM breaches the conditions of appointment to any working group or does not act in accordance with the IHEEM Code of Conduct.

In addition to the points covered in 1 - 7, an IHEEM representative must agree to:

- Provide their Technical Platforms with updates and where appropriate share knowledge and learning with the wider membership via agreed routes eg : IHEEM website, factsheets for upload to the learning hub, HEJ articles.

- Provide Head Office with a copy of meeting minutes (where available)

- To comply with IHEEMs Sustainability Policy; attendance at meetings will be via communication technology such as teleconference, video link. Travel in person should only be undertaken if no other means are available and agreed in advance with Head Office.

- Expenses for travel and subsistence can only be claimed by an agreed appointed representative of IHEEM and the appointment has been made and agreed in line with the above condition. Any changes to the requirement for expenses must be approved in advance by Head Office.

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Request to represent IHEEM at an External Organisation – Part 1

Name of IHEEM Volunteer	

Contact details for External Organisation Representation Opportunity

Working Group Full Name	
(Known as) if different	
Lead Contact Name	
Lead Contact Email	
External Organisation Postal address (if there is one)	

Please provide a summary of the purpose and objectives of the working group. This is for you to inform us of the benefits to IHEEM's membership your involvement will generate (continue on a separate piece of paper if required)

Request to represent IHEEM at an External Organisation – Part 2

Please provide a breakdown of the perceived likely cost to the Institute (refer to the number of meetings per annum, any travel costs, subsistence and other items of expenditure you are aware of)

I confirm if I am approved to represent IHEEM on the above external organisation I will adhere to the conditions detailed in the process document: Approval Process to Represent IHEEM at an External Organisation.

Signed:	Date:

For Internal Use Only

Date received			
Date of Technical Platform meeting			
Supported by TP	Yes / No	Date:	Initial:
Date received at HO via TP Chair			
Approved by Head Office	Yes / No	Date:	Initial:
Notification to Member	Date sent:	Initial:	
Notification to External Body	Date sent:	Initial:	

Head

Appendix 2

FEEDBACK ON NATIONAL TECHNICAL GUIDANCE AND STANDARDS

PROTOCOLS FOR HEAD OFFICE AND TECHNICAL PLATFORMS

1   Purpose

To set out a mechanism for all relevant Technical Platforms (TPs) to provide feedback in their specialist discipline to the NHSE/I Technical Standards & Guidance Programme and similar from any of the Devolved Nations. The agreed protocols and processes involve IHEEMs Chief Executive, TP Committee Chair and Head Office and will inform and influence national estates and facilities standards.

(Supports IHEEMs 5 Year Business Plan Key Objective 2.3: Support the NHSI Future Standards Working Group in the redevelopment of HBN and HTM standards.)

2   Background

The Future Standards Working Group has been re-established to provide a conduit between NHSE/I and its key stakeholders to review and comment on future efm standards and guidance such as Health Technical Memorandum (HTMs) and Health Building Notes (HBNs). IHEEMs Chief Executive is part of that working group alongside other Professional Institutes, Organisations, Academia and Devolved Nations.

An online "NHSE/I Technical Standards & Guidance Programme Hub" has been developed as part of the Future NHS Collaboration Platform to allow feedback and comments by members of the above working group on behalf of the organisations they represent in a consistent format as and when draft guidance becomes available.

3   Assumptions

- The Estates and Facilities Management Guidance team at NHSE/I will stagger the release of draft documents for comment to avoid overload and potential backlog.

- The Estates & Facilities Management Guidance team at NHSE/I will provide sufficient time to allow its stakeholders to provide meaningful feedback. Current timescales are 4 weeks from release of draft document.

- Head Office will manage the dissemination of draft guidance and the relevant TP members will be managed by the TP Committee Chair to meet the deadlines set by NHSE/I. Individual timescales relating to each piece of draft guidance will be

agreed by all parties at the start of the feedback process to allow enough time across each stage to ensure IHEEM meets the deadline set by the Estates & Facilities Management Guidance lead.

- IHEEM TP feedback will adhere to the parameters of comments set out by NHSE/I and only in the excel format provided by Head Office.

- IHEEM Head Office will develop and provide an Excel spreadsheet with relevant fields that directly align with the "matrix" embedded within the hub ie:

  - Organisation (IHEEM as default)
  - Document Line Number
  - Paragraph Number
  - Comment
  - Suggested Amendment (provide alternative text)

  No comments will be provided outside the format of that spreadsheet.

- IHEEM Head Office will develop a "tracker" system to record and monitor each piece of guidance through the internal process and issue reminders where appropriate to ensure deadlines are met.

- If a decision is taken by the TP Committee Chair/IHEEM CEO that no suitable feedback can be provided, a "nil response" will be submitted back to NHSE/I with a covering explanation

4   Process/Protocols

Attached is a basic flowchart outlining how the process is intended to function. There may be a need for minor adjustments as we familiarise ourselves with the hub and its capabilities.

Key roles in this process are:

Estates & Facilities Management Guidance Lead

Chief Executive IHEEM

Technology Platform Committee Chair

IHEEM Head Office Support

FEEDBACK ON NATIONAL GUIDANCE AND STANDARDS

NHSE&I/Devolved Administration emails IHEEM with invitation to feedback, pdf of draft guidance for comment and deadline

Pdf becomes available on the hub on or around the date of the email

Head Office emails the pdf to chair of TPC with the excel feedback spreadsheet and provide return date to CEO (following prior agreement with CEO

Chair of TPC issues guidance pdf document and comments spreadsheet to relevant TP chair/s with return date for comments to Chair of TPC.   Chair of TPC requests TP chairs to engage directly with their platform members to obtain feedback by given date

Chair of TPC reviews, edits and returns feedback spreadsheet to CEO cc Head Office as the endorsed formal IHEEM response

CEO reviews feedback and instructs Head Office to upload onto the NHSE/I hub as the formal IHEEM response or respond back to Devolved Nations as instructed

Head Office uploads responses onto hub via cut and paste into the "Add Entry" facility***   **OR**

Head Office uploads excel spreadsheet onto the hub via the "Import Database Entries from a File" facility (preferred option)

Head Office files document and shares final excel spreadsheet comments with Chair of TPC