

techUK Health and Social Care Council

2024-2026 Terms of Reference

Purpose

1. The techUK Health and Social Care Council will provide strategic direction for all techUK activities related to the techUK Health and Social Care Programme.
2. The Health and Social Care Council will support the Programme in:
 - Providing strategic advice and support across the breadth of techUK's Health and Social Care Programme activities;
 - Representing the interests of techUK's wider health and social care membership;
 - Supporting engagement and relationships with key stakeholders across the health and social care sector.

Responsibilities

3. Members of the Council must act in accordance with [techUK's Values](#) and [Code of Practice](#).
4. Members of the Council will be expected to engage in open debate and discussion. Members should be ready and willing to openly discuss issues with stakeholders and other Council members during meetings. Discussions should rise beyond the interests of individual companies and aim to benefit the wider health and care sector and technology industry.
5. A consistent commitment to attending all techUK Health and Social Care Council meetings. It is a Council member's responsibility to arrange for a representative from their organisation to deputise for their absence in cases where a Council member cannot attend a meeting. *[See further details below under 'Meetings']*.
6. Providing strategic advice and feedback to the techUK Health and Social Care Programme Team, shaping the Programme's priorities for action and reviewing policy or sectoral developments as required.
7. In cases where a techUK Health and Social Care Council member wishes to represent techUK externally, this must be agreed to by the techUK Health and Social Care Programme to ensure clear positioning cross techUK representatives and that any actions can be addressed by techUK's Health and Social Care Programme. In cases where techUK Health and Social Care Council members engage in events or meetings with external stakeholders without a techUK Health and Social Care Team member present, the content and any actions from these engagements must be fed back to the techUK Health and Social Care Team following the activity.
8. Council members are responsible for internal coordination within their company, ensuring they represent the breadth of their organisation's interests and activity. Companies that work across both the health and social care sectors should ensure they obtain inputs across both areas.
9. Where agreed by Council members and techUK's Health and Social Care Team, Council members are welcome to recommend and support engagement with external stakeholders

e.g. for involvement in Council meetings and activities undertaken by techUK's Health and Social Care Programme.

Membership

10. Membership of the techUK Health and Social Care Council will run for a two-year period from January 2025 to December 2026.
11. Members of the Council must be employed by a techUK member company and should hold manager status or above. Only one individual per techUK member company may be part of the Council. It is possible for existing techUK Health and Social Care Council members to be re-elected, and there is no cap on how many times they can be re-elected.
12. The Council will include 23 elected members. Of these elected Council members, one Chair and two Vice-Chair positions will be elected from the Council membership following the Council election. 9 Council seats will be reserved for techUK small-medium enterprise members.
13. The Council will also strive to reflect diversity in all its forms, particularly from underrepresented groups across the technology sector and organisations of different sizes.
14. Council representatives will be elected on an individual basis. If an individual leaves their current company, and their new company is not a techUK member, the new company has 3 months to join techUK. If they do not join, the seat will be given to the Council nominee who received the next highest number of votes in the most recent Council election.
15. In addition to the elected 23 Council members, the Chairs of the techUK Health and Social Care Programme's Working Groups (including the Social Care Working Group, Life Sciences Working Group, and any future Working Groups) will automatically be invited to attend Council meetings and be involved in Council activities.
16. The Council will operate a 'strike' attendance policy. If a member is not present at 2 or more meetings during a calendar year, that representative will be removed from the Council. The Chair, Vice-Chairs, and techUK's Health and Social Care Team will have discretion in making a final decision regarding a Council member's continued participation in the Council. If the Council member is unable to maintain the commitment to attend Council meetings, they may be invited to nominate another company representative for the remainder of the Council tenure.

Council voting process

17. techUK member companies are permitted to cast up to two votes per techUK member company.
18. Each techUK member company must select one individual to submit their 2 votes. If multiple individuals submit votes, only those of the most senior employee will be counted.

Meetings

19. The Council will meet six times a year, with further meetings to be scheduled as required/agreed by the Council and techUK Health and Social Care Tea.

20. Meetings will be hybrid as standard. Council members will be required to attend at least 50% of meetings in person. Members are encouraged to host meetings at their own offices across the UK, as agreed with the Health and Social Care Team.
21. Where attendance is not possible at a Council meeting, Council members should contact the techUK Health and Social Care Team at the earliest opportunity to inform them, and arrange for an alternative representative from their company who will deputise in their absence and subsequently update the Council member accordingly.
22. Where agreed by Council members and techUK's Health and Social Care Team, Council members will be encouraged to take an active role in facilitating Council meeting agenda topics and discussions, as well as wider techUK Health and Social Care Programme events and activities.
23. Meetings will be organised and documented by the techUK Health and Social Care Team unless a private session is requested and agreed to by the Chair and Vice-Chairs.

Secretariat

24. The techUK Health and Social Care Team will provide a secretariat function for the Council, with responsibility for overseeing, organising and documenting Council meetings, actions, and Council-related activities.