



St John
Scotland

Saving lives together

Standard
TERMS of REFERENCE
for
Communities of Practice

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TERMS of REFERENCE

1. Purpose

The purpose of St John Scotland (SJS) Communities of Practice (CoP's) is to have a forum in which to discuss key issues, to share best practice and positive stories, and to support and enhance the services provided by SJS.

Each CoP will focus on SJS Strategy 2020-2025, and support the efficient delivery of the Core Services:

- Patient Transport (PT)
- Public Access Defibrillators (PAD)
- Cardiopulmonary Resuscitation (CPR)

A Community of Practice has also been established to support volunteers and volunteering, including recruitment, retention, and volunteer support.

The Board of SJS is responsible for all matters relating to setting strategy and issuing direction, good governance and management of the Charity. CoPs are designed to complement these to meet the aims and objectives of the charity. A CoP does not have the authority to determine corporate policy, define corporate objectives, or develop strategy. However, CoP's will discuss key aspects that will help develop current and future policy, objectives, and strategy.

Each CoP will focus on developing good practice for its core service or output, and is intended to support Area Committees, and their volunteers, to successfully deliver the Core Services defined by the Board.

2. Membership

Each Community of Practice will comprise representatives from each SJS Area, usually the service Lead (e.g. PT Lead, Defib Lead, CPR Lead, and the Volunteer Lead), or a nominated deputy, as well as SJS Staff representatives. A Trustee/Director nominated by the Board may attend as requested or as required.

It is expected that each Lead would regularly attend the appropriate CoP meeting and engage positively with the discussion.

All participants should endeavour to provide relevant input to assist in discussing good practice, industry best practice, lessons learned etc. to enable SJS to provide the best possible support to further develop and enhance our Core Services.

Each Area Committee should nominate volunteers with the required skills, knowledge, experience, and attitude, who will engage appropriately, and who fit the requirement of the Community of Practice.

3. Meeting Schedule and details of meetings

- Meetings will take place quarterly, with additional meetings as required.
- Meeting dates shall be confirmed on an annual basis.
- Meetings will normally be held virtually using MS Teams (or zoom if required).
- In-person, or hybrid meetings, may take place from time-to-time as required.
- Meetings will normally commence at 7pm and conclude around 8:30pm.
- Each meeting will have a Chair (a volunteer) and a secretary (the staff lead for that core service or, in the case of the VCoP, the VDO).
- Each meeting will have a short agenda.
- Meeting pack (agenda, minutes, and papers) will be circulated two weeks prior to the meeting.
- Agenda items should be submitted prior to the date of the Agenda and Meeting papers being issued. Any items not covered by the agenda that it is felt should be included should be submitted to HQ for inclusion as an agenda item prior to the date of the meeting pack being issued.
- Leads will be requested to submit any papers, updates etc. for issuing with the meeting pack.
- Minutes will be circulated in draft format for comment within one week of the meeting. Comments, or questions on Minutes etc. should be submitted to HQ shortly after the Minutes have been circulated to enable matters to be addressed promptly.

4. Conduct at CoP meetings

It is important that all meetings are maintained as a forum for sharing good practice and offering support to other SJS Area Committees and Staff. To this end:

- Virtual meetings can be difficult to control, and volunteers' time is valuable, so the agenda must be followed and adhered to.
- The Chair and all attendees will follow the agenda with virtual hands being raised if someone has a question or a comment.
- A moderator may be appointed, prior to the meeting, to support the chair, and ensure discussions are focused and in-line with the agenda and will be responsible to monitoring any virtual hands being raised.
- Encouragement will be given to all attendees, particularly new volunteers, to contribute and share ideas.
- Keen and outspoken individuals will be encouraged (by the Chair and the Moderator, and other participants) not to dominate discussion, and a variety of attendees will be asked to participate.

5. Review

To ensure that each CoP remains relevant to the needs of SJS, and that they are appropriate for the requirements of supporting, and developing, the Core Services: - the Terms of Reference (ToR) for each of the Communities of Practice will be reviewed annually by the Board, and any proposed changes or amendments circulated promptly to the members/participants of each CoP. The review will normally coincide with the final Board meeting each year.

If the need arises, the ToRs may be reviewed at any time by the Board of SJS. This shall ensure that each CoP remains relevant to the needs of SJS, and that they are appropriate for the requirements of supporting, and developing, the Core Services.

Any ToR can be reviewed and amended, as required, adapting to any changes in the Core Services, or changes in legislation, or as a direct response to funding or resourcing issues, or as required as result of discussions that arise at CoP meetings, or as directed by the SJS Board.

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