THE MARY SEACOLE AWARD STEERING GROUP

TERMS OF REFERENCE

The Purpose of the Group

The Mary Seacole Award Steering Group is committed to offer the benefit of their combined knowledge, expertise and experience to awardees for the duration of the award.

The Steering Group will:-

- Work together in partnership to uphold the integrity of Mary Seacole Development and Leadership Awards.
- Ensure statutory and legislative compliance in accordance with good governance practices.
- Promote publicity of the Awards both within their own organisation and externally.
- Ensure that the selection process for the Awards is conducted in a fair, consistent and equitable manner.
- Ensure that each project has a clearly articulated project plan.
- Provide mentorship to awardees with constructive comments, support and advice to ensure that their project outcomes are satisfactorily achieved and encourage awardees to submit a high standard of work on time and at all stages.
- Monitor the budgets of awardees to ensure probity, accountability and value for money as required by the funding organisation.
- Agree consistent strategies for addressing unsatisfactory progress or deviations from the original proposal and for resolving problems which could have major implications for the project.
- Support, signpost and facilitate individual development of awardees.
- Ensure regular review of recruitment strategy for the Awards.
- Have authority to recruit additional mentors.
- Approve the annual financial report to the funding organisation
- Agree the work programme with the Awards Administrator on an annual basis
- Ensure regular review of the immediate and future funding strategy for the Awards
- Review and utilise, if appropriate, any unspent historic funds remaining

Membership of the Group

Membership is comprised of one representative nominated from each of the following organisations. These representatives are accountable to their organisation for their role and should report to their organisation. There is no limit to the term of office for these members:

- Health Education England
- Department of Health
- NHS Employers
• Royal College of Midwives
• Royal College of Nursing
• UNISON
• Unite CPHVA
• Administrative support is kindly provided by the RCN

In addition, there will be three/four members appointed to the steering group through the agreed appointment process for each role. The term of office for these members is three years and they may be appointed to a second term of office and therefore hold a maximum of two consecutive terms of office totaling six years:

• Previous Mary Seacole Award Holder (one)
• Independent member (one)
• Educationalist (one)
• Expert member

Each member brings different qualities, knowledge and experiences to the role of the Steering Group, depending on their own background.

Each member from a representative organisation will bring different opportunities to the development programme for awardees.

Problems or constraints affecting the Steering Group will be openly debated and decisions to address the issues will be formally agreed.

**Scheme of delegation**

Each mentor has the authority to approve expenditure from their awardee’s bursary subject to the guidance and limits set out in the Awardee Handbook for the respective award year. Mentors must sign an agreement of expenditure form, which must be received by the Awards Administrator prior to any significant expenditure by Awardees.

The Chair of the Steering Group has the authority to approve expenditure in excess of the mentor limits set out in the Awardee Handbook where the expenditure is time critical or relates to a development opportunity, subject to the guidance set out in the Awardee Handbook for the respective award year. The Award Administrator will administrate the bursary funds and authorise expenditure from Mary Seacole funds incurred in delivering the work programme that is agreed by the Steering Group.

The RCN will hold all Mary Seacole Award funds on behalf of the group and will act on instruction of the Steering Group for the reallocation of historic funds.

**Meetings**
• Quorum – 5 members to be in attendance. Members are considered in attendance if they participate by teleconference or video conference.

• Frequency – quarterly

• Chairmanship – Rotated reverse alphabetically between the four professional organisations: RCM, RCN, UNISON, Unite CPHVA with a duration of 2 years. The new chair will take over immediately following the award ceremony and this will be announced during it.

• Chairing - in the absence of the chair for any reason the vice chair will conduct the meeting.

• Vice chair - The vice chair role will be taken up by the permanent member from the professional organisation who will next be taking on the responsibility of chairmanship

• In between meetings the chair and vice chair of the steering group will be required to ensure the smooth running of the process including giving, where appropriate, chair approval for key decisions which will not wait until the next scheduled meeting.

• All significant decisions arising in between meetings will be agreed virtually by the steering group. In urgent cases, chair’s action will be taken.

• Lead mentor – The lead mentor will be appointed by the steering group from the representative organisation members. The definition and responsibilities of this role will be reviewed and determined on an annual basis