

BSGAR HPB Subcommittee

TERMS OF REFERENCE

Jun 2025- Jun 2028
(to be reviewed every 3 years)

1. Accountability Arrangements and Key Relationships		
1.1	Accountable to:	BSGAR Executive Committee BSGAR Trustees
1.2	Key relationships with other groups:	BSGAR Executive Committee office@bsgar.co.uk BSGAR Members Non-Radiological relevant co-professional specialist interest groups
2. Frequency, Membership and Quorum Arrangements		
2.1	Frequency of meetings:	The Subcommittee will meet at least twice a year or more often as required to carry out its duties. Meetings will be virtual. BSGAR will support 1 face to face meeting a year at the Annual Scientific meeting.
2.2	Membership:	Membership composition and number of members to be determined by the needs of the Subcommittee to a maximum of 15 members. BSGAR membership is desirable for consideration on the Subcommittee. The mechanism for appointment, or selection, of Subcommittee members is by expressions of interest after advertising to all BSGAR members. Where nominations exceed the number of vacancies, a scoring process will be undertaken by the Subcommittee Chair, the Deputy Chair, the Secretary and President of BSGAR. The inclusion of persons who are non-BSGAR members is to be justified and their role defined. The composition, number and appointment/selection process for members is to be reviewed by the BSGAR Membership and Diversity Subcommittee who will pass their recommendation on to the BSGAR Executive Committee. The specific roles of individual members are to be defined e.g. Chair, Deputy Chair, ordinary member. The BSGAR President may attend meetings. Other individuals may attend meetings at the request of the Subcommittee, if their request is agreed by the Subcommittee Chair/Deputy Chair.

		Term of Office will be for 2 years and extendable by a further 2 years by agreement with the Subcommittee Chair and President of BSGAR. <table border="1"> <thead> <tr> <th>Member</th><th>Name</th><th>Role</th></tr> </thead> <tbody> <tr> <td>Y</td><td>Dr Raneem Albazaz</td><td>BSGAR President (ex officio)</td></tr> <tr> <td>Y</td><td>Dr David Bowden</td><td>Chair</td></tr> <tr> <td>Y</td><td>Dr Helen Bungay</td><td></td></tr> <tr> <td>Y</td><td>Dr Charles Carder</td><td></td></tr> <tr> <td>Y</td><td>Dr Ivan Carrion-Martinez</td><td></td></tr> <tr> <td>Y</td><td>Dr Christopher Clarke</td><td>Deputy Chair</td></tr> <tr> <td>Y</td><td>Dr Taufiq Dawood / Dr Wasim Hakim</td><td></td></tr> <tr> <td>Y</td><td>Dr Jamie Franklin</td><td></td></tr> <tr> <td>Y</td><td>Dr Kieran Foley</td><td></td></tr> <tr> <td>Y</td><td>Dr Edmund Godfrey</td><td></td></tr> <tr> <td>Y</td><td>Dr Carla Goncalves</td><td></td></tr> <tr> <td>Y</td><td>Dr Tony Higginson</td><td></td></tr> <tr> <td>Y</td><td>Dr Anitha James</td><td></td></tr> <tr> <td>Y</td><td>Dr Hedvig Karteszi</td><td></td></tr> <tr> <td>Y</td><td>Dr Samantha Saikia</td><td></td></tr> <tr> <td>Y</td><td>Dr Sharan Wadhwani</td><td></td></tr> </tbody> </table>	Member	Name	Role	Y	Dr Raneem Albazaz	BSGAR President (ex officio)	Y	Dr David Bowden	Chair	Y	Dr Helen Bungay		Y	Dr Charles Carder		Y	Dr Ivan Carrion-Martinez		Y	Dr Christopher Clarke	Deputy Chair	Y	Dr Taufiq Dawood / Dr Wasim Hakim		Y	Dr Jamie Franklin		Y	Dr Kieran Foley		Y	Dr Edmund Godfrey		Y	Dr Carla Goncalves		Y	Dr Tony Higginson		Y	Dr Anitha James		Y	Dr Hedvig Karteszi		Y	Dr Samantha Saikia		Y	Dr Sharan Wadhwani	
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2.3	Required attendance of members:	All members are required to attend a minimum of 66% of meetings over their subcommittee term unless otherwise agreed with the Chair/Deputy Chair. Members attending less than 50% of meetings per annum will automatically demit after 1 year.																																																			
2.4	Purpose	- Achieving a consistently high standard for BSGAR members by leading on HPB imaging. - Responsible for making recommendations to BSGAR members on the development of HPB imaging related training, pathways, guidelines, and policies. - Responsible for ensuring that the subcommittee cycle of business is adequately covered, evaluated and reviewed with monitoring of the agenda items.																																																			
2.5	Decision making and quorum requirement:	- The quorum necessary for the transaction of business shall be 50% of members - Subcommittee decisions will ideally be made by consensus, but if consensus cannot be reached then a simple majority of members present will determine an outcome - The Chair will have the casting vote in the event of a tied vote - No member will have power of veto																																																			
3.	Reporting Inputs and Outputs																																																				

3.1	Reports / minutes received (inputs/ outputs):	Inputs: Inputs to the meeting are determined by the agenda Outputs: Actions will be determined at each meeting and shall be recorded with a responsible person/s. Work undertaken and progress on the actions should be reported back to the Subcommittee by an agreed deadline The Subcommittee will report to the BSGAR Executive Committee and the BSGAR President, including a summary of the previous year's activity to be submitted to the BSGAR President in January of each year.
4.	Aims, Objectives and Authority	
4.1	Primary aims:	Subcommittee aims must be aligned with the Constitutional aims of the Society and the Objects of the Charitable Incorporated Organisation (CIO) for the public benefit. - The specific primary aim of the Subcommittee is the advancement of education, training and standards for the benefit of patients, Radiologists and other medical professionals in HPB imaging - The Subcommittee is responsible for the development of a strategic and innovative approach to ensuring all BSGAR HPB cancer topics/pathway/policies are dealt with and optimised to promote the best possible care for patients.
4.2	Roles / objectives:	Subcommittee roles/objectives must be aligned with the Constitutional aims of the Society and the Objects of the CIO for the public benefit. To function as the pre-eminent body making recommendations on the education, training and standards of HPB imaging to BSGAR members and the wider Radiology community
4.3	Authority:	The Subcommittee is authorised by the BSGAR Executive Committee
5.	Administration Arrangements	
5.1	Secretarial support:	Minutes and action points to be recorded by the Deputy Chair, nominated member of the Subcommittee or BSGAR Administrator and disseminated for ratification by the Subcommittee.
5.2	Dissemination of papers:	Necessary papers will be distributed by the BSGAR Administrator in advance of the Subcommittee meetings.
6.	Equality Diversity & Inclusion: In conducting its business, the Group will at all times seek to promote its commitment to equality and diversity by the creation of an environment that is inclusive for both our BSGAR members including those who have protected characteristics and vulnerable members of our community.	
7	Approval	

7.1	Date approved:	Date of approval by the BSGAR Executive Committee 29/09/2025 Date of approval by the BSGAR Board of Trustees 12/04/2026
7.2	Date for review:	Date for review to be determined by the BSGAR Executive Committee

Registered Charity Number: 1208678

Registered Address: BSGAR, The Royal College of Radiologists, 63 Lincoln's Inn Fields, London, WC2A 3JW