

Built Environment Infection Prevention Initiative (BEIPI) Terms of Reference v 2

1. Purpose

The Built Environment Infection Prevention Initiative (BEIPI) is a special interest group approved by the Healthcare Infection Society (HIS) council with the purpose of building and maintaining safer hospitals, with an initial focus on reducing the burden of antimicrobial-resistant (AMR) and other healthcare-associated infections (HCAIs) by embedding principles of occupant safety. BEIPI seeks to bring together professionals across infection prevention and control (IPC), NHS capital and estates teams, procurement, manufacturing, and the healthcare design and construction industry to foster collaboration, promote openness, and create safer spaces for occupants by influencing policy, education and communication.

2. Activities

- Identify gaps in knowledge and limitations in current practice through scoping activities, including expert meetings, surveys and workshops.
- Identify and involve relevant stakeholders across healthcare, estates, construction, design, manufacturing and policy.
- Identify and pursue opportunities for innovation, research, and implementation funding from external sources.
- Collaborate with clinicians, academics, estates teams, architects, engineers, societies, commercial organisations and other stakeholders to undertake multi-disciplinary work in areas such as improving education, training and awareness.
- Campaign for changes in regulation and guidance to better reflect latest understanding of best practice in healthcare building design, construction and maintenance.
- Undertake or propose guidelines, training, educational events and policy-related activities to the relevant HIS committees.
- Activities (driven by rapid action sub-groups) may include workshops, conferences, influencing policy, white papers and other outputs as relevant to the purpose of BEIPI.

3. Responsible to

The Healthcare Infection Society Council.

4. Membership

4.1 Core Steering Committee

- Chair and Vice-Chair: appointed by Council. These roles will be advertised within the BEIPI core steering committee initially, and if unfilled, an open call to HIS members and the BEIPI network will be made. The Chair of BEIPI must be a HIS member. At least one of the Chair or Vice-Chair must be an IPC professional.
- The roles of Chair and Vice-Chair will normally serve for three years, subject to an initial 18-month review period. Either party may terminate the appointment at 18 months, subject to appropriate notice and arrangements for continuity. A further extension of up to two years may be granted in exceptional circumstances. The Vice-Chair will not automatically succeed the Chair.



- Members of the BEIPI core steering committee will not be required to be HIS members but at least 25% of core steering committee will be IPC specialists. Core steering committee membership should represent the professional backgrounds relevant to BEIPI's remit and will include a member of HIS Council.
- In addition, there will be at least one member of HIS staff available, when possible, to reduce the operative burden on HIS while ensuring governance, administrative support and continuity.

4.2 SIG working-groups

- The nature of the work of BEIPI may require rapid action working groups to be formed. These groups will typically comprise core steering committee members plus co-opted members who are appointed by the core steering committee for their expertise in the area of work concerned.
- The rapid action working groups will meet frequently – weekly or fortnightly – and will have a specific project remit assigned to them by the core steering committee.
- The chair of a rapid action sub-group will be a member of the core steering committee.
- The SIG working groups will not receive secretariat or administrative support from the HIS staff team

4.3 Network

- Membership of the BEIPI network will be open to HIS members and other professionals from different disciplines, including design, construction and engineering, to whom the subject matter is of interest.
- Network members may sign up via HIS website and will be kept informed of BEIPI activities.

4.4 Application process

- The number of core steering committee members (including the Chair and Vice-Chair) will not exceed 30, with a minimum of eight.
- Nominations for core steering committee members will be sought through open calls within HIS membership and the BEIPI network.
- Applicants will complete an application form and a [conflict-of-interest form](#). Conflicts of interest will be updated annually.
- Applications will be screened by Chair and Vice-Chair (if no Conflict of Interest (COI) or two members of the core steering committee) for BEIPI and supported by the HIS staff lead when possible. This will be ratified by HIS Council.
- Rejected applicants may request an appeal.
- Minimum eligibility criteria for core steering committee members - relevant expertise and no substantial or undeclared conflict of interest.
- Co-opted members may join rapid action sub-groups by invitation, subject to approval by the core steering committee.
- Core steering committee members will normally serve a three-year term, with the option of a further two-year extension. The Chair and Vice-Chair appointments will be subject to the arrangements set out in Section 4.1, including an 18-month review period. There will be no defined term for wider network members or co-opted sub-group members.



5. Meetings

- At least four meetings of the core steering committee per year are recommended. Most meetings will be held online. The HIS staff lead will support scheduling, agendas and actions where possible.
- Work will continue between meetings via email and additional online meetings as required.
- A quorum will be 50% members of the steering committee, with at least 1 IPC representative in attendance.
- Meeting agendas will include a standing item to update on key activities from other HIS SIGs.
- The Chairs of other HIS SIGs will be invited to attend BEIPI meetings as required if collaborative work is taking place.

6. Decision making

- Where possible, decisions will be made by consensus identified by the Chair.
- Where consensus is not possible, decisions will be made by email vote, with the option of anonymous voting.
- In the event of an equal vote, the Chair may cast an additional vote or defer the decision.

7. Conflicts of interest

- All core steering committee and co-opted sub-group members must adhere to the HIS Conflicts of Interest Policy. Where a vested interest is identified, the member must withdraw from decision making.
- If the Chair is conflicted, the Vice-Chair will take the chair. If both are conflicted, a new Chair will be agreed by consensus.

8. Reporting and delegation of responsibility

- BEIPI is delegated authority to make decisions regarding activities within its remit except where there is an impact on HIS reputation, finance or staffing or other another resource requirement. All such decisions must be formally reported to HIS Council.
- A formal update on activities of BEIPI must be provided at each HIS Council meeting.

9. Research proposals and outputs

- Scientific publications should be first considered for submission to HIS journals. If publication elsewhere is proposed, approval from HIS Council is required.
- BEIPI may apply for external or joint research funding and is eligible for HIS funding.
- Editorial independence of HIS journals will be upheld.

10. Responsibilities of core steering committee and co-opted BEIPI members

- Attend at least 75% of meetings and participate in teleconferences.
- Contribute to all stages of scoping and development.
- Complete actions as agreed and review circulated documentation.
- Ensure timely delivery of projects.
- Abide by collective responsibility and support the group's outputs.
- Agree authorship policies prior to beginning any work that may result in publication, following ICMJE guidelines.



11. Data protection

All information held by HIS is retained in accordance with GDPR and the HIS Privacy Policy. BEIPI member data will not be shared outside the Society.

12. Expenses

- Reasonable expenses for in-person meetings may be reimbursed in line with [HIS policy](#).
- Where in-person meetings are arranged, the HIS staff lead must be notified in advance.
- Where members represent HIS to disseminate BEIPI outputs, expenses will normally be covered by the inviting body. In cases where HIS is required to cover expenses, this will be subject to prior agreement from HIS CEO and CFO.

Terms of Reference for BEIPI steering committee Agreement Form

By signing this document, the BEIPI core steering committee member agrees to the above Terms of Reference.

Full name:

Signature:

Date:

The terms of reference will be reviewed every two years.

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