



Terms of Reference

About the UK Systemic Anti-Cancer Therapy Board

The core members (professional bodies) of the UKSACT Board are organisations who represent the key professions who are involved in the delivery of systemic anti-cancer therapy (SACT) services for cancer treatment - The Royal College of Radiologists (RCR), the Royal College of Physicians (RCP), the Association of Cancer Physicians (ACP), the British Oncology Pharmacy Association (BOPA), the UK Oncology Nursing Society (UKONS) and the British Society for Haematology (BSH) - have a key interest in ensuring the ongoing delivery and development of high quality SACT services for cancer patients UK-wide.

The “UK Chemotherapy Board” was established in 2013 to deliver this aspiration. The Board was renamed the “UK Systemic Anti-Cancer Therapy Board” in November 2022 to reflect the increased use of systemic anti-cancer therapies in cancer management (see Purpose/Remit below). SACT includes (but is not limited to) cytotoxic chemotherapy, targeted therapies and immunotherapy.

Purpose/Remit

The main purpose of the UK SACT Board (UKSB) is to provide guidance, oversight and support for the continuing development of SACT services in the UK. This may be achieved by working with other bodies (for example, NHS-England and/or devolved nations equivalents, the National Institute for Health and Care Excellence, the Care Quality Commission) or by commissioning individual pieces of work as required.

Strategic themes to which the Board is likely to contribute include:

- Production of national guidance
- The commissioning of SACT services at a national and regional/local level
- Multi-professional workforce development
- Reducing unnecessary variation in practice
- Ensuring equity of access to safe, high-quality SACT services
- Supporting and encouraging research.

Specific Projects / Work Program

The Board provides oversight and governance for the National Regimen-Specific SACT consent forms. The Steering Group for the SACT consent forms is considered a sub-group of the UKSB, with regular reports from the Group discussed at UKSB meetings.

The UKSB organises an annual SACT conference.

Operation of the UK SACT Board

The professional bodies will host the UK SACT Board for one year, from January of each year, on rotation, with the host body providing administrative support for meetings. The chair will be in post from the first meeting of the year - for one year - to provide continuity. The RCP and the ACP have agreed to share these duties for one year, with administrative support provided by the RCP. The professional bodies will adopt a consensus approach to working together through the Board

At meetings of the Board, at least **one** representative (or a deputy) from each professional body is required to be quorate (RCP and ACP to be deemed as one body in this instance). If the meeting is not quorate, the Chair of the UK SACT Board should decide whether or not the meeting should go ahead. If the meeting does take place, definitive decisions will not be taken but recommendations may be made for approval (by email) by those professional bodies not present at the meeting. All such decisions would then be reported at the next meeting.

Membership

The Board will draw its membership from the professional bodies listed above. Additional members may be co-opted as required, with a view to ensuring representation across all professional groups as far as possible.

- Two representatives of The Royal College of Radiologists (RCR) (Clinical Oncology)
- A representative of the Royal College of Physicians (RCP) (Medical Oncology)
- A representative of the Association of Cancer Physicians (ACP) (Medical Oncology)
- Two representatives of the British Oncology Pharmacy Association (BOPA)
- Two representatives of the UK Oncology Nursing Society (UKONS).
- Two representatives of the British Society for Haematology (BSH)

Members of the Board serve a term of up to three years, with membership renewable for one additional term, by agreement with the Board. The outgoing chair of the Board should, where possible, continue as a member for at least one year to provide continuity.

Co-opted members:

- A representative of the Royal College of Pathologists (Chair/member of the Intercollegiate Committee on Haematology)
- One oncology representative from the Children's Cancer and Leukaemia Group (CCLG)
- One haematology representative from the CCLG
- The National Specialty Adviser for Chemotherapy, NHS England
- The Chair of the National Cancer Registration and Analysis Service SACT Clinical Leadership Group, NHS England
- A representative of the National Cancer Registration and Analysis Service, NHS England
- A representative of the National Institute for Health Research
- The Lead Pharmacist for the National Regimen-Specific SACT consent forms
- The Chair of the National Steering Group for National Regimen-Specific SACT consent forms
- A representative from Northern Ireland
- A representative from Scotland
- A representative from Wales
- A representative from the UK Acute Oncology Society
- A representative from the Immuno-Oncology Clinical Network
- A representative from the United Kingdom Association of Supportive Care in Cancer (UKASCC)
- A lay representative (nominated by the professional bodies on rotation)

- An early career representative (nominated by the professional bodies).

Representatives from the devolved nations are nominated by the relevant national healthcare body that has oversight responsibility for the commissioning and delivery of SACT services. They will serve a term of three years. This may be extended to a second term, by agreement of the Board. Devolved nations’ representatives may be members of any of the professional body partners to the Board.

Representatives from the Royal College of Pathologists, CCLG, National Cancer Registration and Analysis Service, NHS England, the National Institute for Health Research, the UK Acute Oncology Society, the Immuno-Oncology Clinical Network and UKASCC are nominated by those bodies and will serve for a term appropriate to their role within those organisations.

Co-opted representatives may nominate a deputy to attend meetings of the UK SACT Board on any occasions when they are themselves unable to attend.

The lay member will serve a term of three years from the date of appointment. This may be extended to a second term, by agreement of the Board. The lay member will be nominated by the professional bodies, on rotation.

The early career representative will serve a term of one year from the date of appointment. They will be nominated by the professional bodies, on rotation and aligned with the professional body of the Chair of the UKSB.

Membership of the Board is reviewed on a regular basis, at least annually.

Frequency of meetings

The UK SACT Board meets three times a year. There will usually be two meetings held virtually and one face-to-face.

Voting / Decision Making

Decisions of the UK SACT Board shall be made by consensus wherever possible. In the event that a vote is necessary, **each core member present** (or their representative) shall be entitled to one vote.

Where no majority decision is reached, the decision shall rest with the Chair on the most appropriate course of action.

Management of Meetings / Ways of Working

Wherever possible the aim is to achieve the following

Agendas and Papers	Circulated 2 weeks prior to the meeting
Minutes and actions	Circulated 2 weeks following the meeting
Meeting Invites	Prior to the next meeting - at least 6 weeks notice Secretariat to review likelihood of quorate 5 working days prior to meeting and flag to chair if non acceptance of core members
Agenda item requests	4 weeks prior to the next meeting
Standard Templates	Should be used as agreed by the UKSACT Board
Work Programme Tracker	To be maintained by the Secretariat

Commenting on documents	<ul style="list-style-type: none"> • Each professional body shall nominate a lead professional from its two core member representatives to coordinate feedback to the UK SACT Board. • The nominated lead core member must consult with members of their professional body prior to providing feedback. • The same process shall apply to co-opted members who wish to contribute as valued members of the Board.
Recording of meetings	For the purpose of the minutes team meetings will be recorded for accuracy and timeliness of minutes
Website Queries	Maintained by BOPA and forwarded to Chair(s)
Requests for UK SACT Board Projects	Must be submitted to the Chair via the agreed request route
Website Management	<p>The UKSB website (www.uksactboard.org/) will be managed by BOPA through its Digital Sub-Committee. The Digital Sub-Committee can be contacted via digital@bopa.org.uk (this is not rotational).</p> <p>Costs incurred by the UK SACT Board for the website (www.uksactboard.org/) will be paid for each year by the chairing professional body.</p>

Costs

Travel and other incidental costs incurred by members in attending meetings of the UK SACT Board will be met by each relevant professional body or organisation.

The face-to-face meeting costs for the lay representative will be met by the chairing professional body.

Costs for specific projects or publications will be determined by the UK SACT Board.

Last updated: February 2026

Document Control

Title	UK SACT Board Terms of Reference		
Owner	UK SACT Board		
Change History			
Version	Date Approved	Lead Author/Editor	Summary of Change
Version 1	Feb 2025	UK SACT Board Chair	<ul style="list-style-type: none"> • Changed definition - SACT to treat cancer rather than SACT to treat solid tumours

			<ul style="list-style-type: none"> • Addition of BSH • Addition of UKASCC
Version 2	February 2026	UK SACT Board Chair	<ul style="list-style-type: none"> • Added: Management of Meetings / Ways of Working • Added: Voting / Decision Making • Added: Incoming Chair takes over from the 1st meeting of the year post conference. • Added: Review TOR 3 yearly. • Removed: Outgoing Chair in any one year shall become the Vice-Chair