**NHS Education for Scotland**

**Education and Quality Committee**

**Terms of Reference**

1. **Constitution/context**

1.1 The NHS Education for Scotland (NES) Board has established a Committee to be known as the *Education and Quality Committee*, hereafter referred to as the Committee, which will operate within the terms of the Board’s Standing Orders; Standing Financial Instructions and the Board Code of Conduct.

1.2 The Committee will fulfil its duties in line with relevant statutory and regulatory requirements.

* 1. Specifically, the Committee will take cognisance of the fact that most health professional education and training within the UK is governed by UK statutes and overseen by UK regulators, and that many of the curricula and outcomes are determined at a UK level, by Higher Education Institutions, Royal Colleges and Statutory regulators.
1. **Role**

2.1 The role of the Committee is to:

* provide assurance to the Board that effective arrangements are in place to plan, commission, deliver and quality manage all of NES’s education and training provision in line with the organisation’s Strategic Plan and
* advise the Board, when appropriate on where, and how, its education systems and assurance framework may be strengthened and developed further.
1. **Membership**

3.1 Full membership of the Committee shall include at least four non-executive Directors of the NHS Board.

1. **Quorum**

4.1 – 4.7 [Quorum](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx#quorum4)(generic ToRs)

1. **Attendees**

5.1 – 5.2 [Attendees (generic ToRs)](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx%22%20%5Cl%20%22attend5)

1. **Private Member Meetings**

6.1 [Private Member Meetings](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx#Priv6) (generic ToRs)

1. **Frequency of Meetings**

7.1 The Committee shall normally meet four times per year. The Chair of the Committee, may within reason, convene additional meetings if they deem this necessary, in consultation with the relevant executive lead.

1. **Authority**

8.1 [Authority (generic ToRs)](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx%22%20%5Cl%20%22Auth8)

1. **Responsibilities and Duties**

9.1 Provide assurance to the Board that, where education and training is subject to statutory regulatory oversight, the requirements of the relevant regulator are being met.

9.2 Provide assurance to the Board regarding the effective management and improvement of the quality of NES’s education and training activities and outcomes; including internally regulated activities, clinical assurance and leadership development activities.

9.3 Seek assurance that strategies, policies, structures, responses to consultations and processes for the governance of education and training have taken a forward looking and strategic view.

9.4 Seek assurance that arrangements are in place to identify and embed good and innovative practice across NES in ways that enhance the quality of the education and training provided.

9.5 Seek assurance of the effective performance, monitoring, management and value of education and training programmes and contracts, including the identification of impact (including outcomes) or intended impact, where possible, and the management of and identification of related risks.

9.6 Monitor compliance of education and training activities with statutory and regulatory requirements, of equity, equality legislation, human rights and Government policy and other relevant policies and NES priorities in relation to equity, equality and diversity, health inequalities, person-centred care and participation, and educational quality.

9.7 Seek assurance as to the effective management of educational research programmes.

9.8 Seek assurance that governance and quality controls are in place relating to the delivery of technology enhanced education and training.

9.9 Seek assurance relating to the key strategic engagement of partners and users across Health and Social Care, including approaches to integration that impact on service delivery.

9.10 Seek assurance of continuous improvement in relation to user feedback, including learner satisfaction, retention, attainment and progression.

9.11 Take steps to ensure there is an acceptable balance between the value of the information received by the Committee and the time and other costs it takes to acquire and process it.

9.12 Scrutinise, approve or note annual reports as appropriate, in relation to the UK Education statutory regulatory reports; the annual complaints and feedback report; and other reports as delegated by the Board.

1. **Reporting arrangements**

10.1 - 10.5 [Reporting Arrangements (generic ToRs)](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx%22%20%5Cl%20%22Report10)

**11. Review**

11.1 [Review (generic ToRs)](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx%22%20%5Cl%20%22Review11)

11.2 The Committee will undertake an annual assessment of their performance, highlighting any steps for further improvement to the way they conduct business.

1. **Conduct of Business**

12.1 **[Conduct of Business](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx%22%20%5Cl%20%22Conduct12)** [(generic ToRs)](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx%22%20%5Cl%20%22Conduct12)

Della Thomas

Board Secretary

January 2021