**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 NES 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
* advise the NES Board, when appropriate on where, and how, its education systems and assurance framework may be strengthened and developed further and
* provide assurance to the NES Board that effective arrangements are in place for the educational and quality governance of the NHS Scotland Academy accelerated education and training activities.

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://www.nes.scot.nhs.uk/media/raqjpvdm/approved-by-nov-2020-board-generic-committee-tors.docx)(generic ToRs)

1. **Attendees**

5.1 – 5.2 [Attendees (generic ToRs)](https://www.nes.scot.nhs.uk/media/raqjpvdm/approved-by-nov-2020-board-generic-committee-tors.docx)

1. **Private Member Meetings**

6.1 [Private Member Meetings](https://www.nes.scot.nhs.uk/media/raqjpvdm/approved-by-nov-2020-board-generic-committee-tors.docx) (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://www.nes.scot.nhs.uk/media/raqjpvdm/approved-by-nov-2020-board-generic-committee-tors.docx)

1. **Responsibilities and Duties**

9.1 Provide assurance to the NES 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 NES 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 NES Board.

9.13 Provide assurance to the NES Board in relation to the education and quality assurance for the work of the NHS Scotland Academy in line with the educational statutory function of the NES Board. The Education and Quality Committee’s NHS Scotland Academy delegated remit is as per Appendix I.

9.14 The Committee will deal with any such matters as may be assigned to the Committee by the Board or other Standing Committee.  In particular the Audit and Risk Committee may assign activity related to Internal Audit Reports.

1. **Reporting arrangements**

10.1 - 10.5 [Reporting Arrangements (generic ToRs)](https://www.nes.scot.nhs.uk/media/raqjpvdm/approved-by-nov-2020-board-generic-committee-tors.docx)

**11. Review**

11.1 [Review (generic ToRs)](https://www.nes.scot.nhs.uk/media/raqjpvdm/approved-by-nov-2020-board-generic-committee-tors.docx)

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 [As per the](https://www.nes.scot.nhs.uk/media/eahhvzhx/standing-orders-approved-10-02-22.docx) **[Board Standing Orders](https://www.nes.scot.nhs.uk/media/eahhvzhx/standing-orders-approved-10-02-22.docx)**

Della Thomas

Board Secretary

Approved by Board 16 February 2023

**Appendix I**

**NHS Scotland Academy Delegated governance and scrutiny to the NES Education and Quality Committee**

Review, scrutinise and approve education and quality developmental and performance reports on behalf of the NES and NHS Golden Jubilee (NHSGJ) parent Boards, to ensure that:

1. key strategic partners are effectively and appropriately engaged and involved including for example, universities, the regulators, and health and social care partners.
2. the education and training planned for or provided by, the NHS Scotland Academy, is subject to the appropriate statutory regulatory oversight, and the requirements of the relevant regulators are met.
3. the education and training planned for or provided by, the NHS Scotland Academy, is appropriately accredited.
4. the NHS Scotland Academy education and training activities and outcomes; activities are effectively managed; quality assured; subject to continuous improvement and impact is measured and achieved.
5. arrangements are in place to identify and embed good and innovative practice across NES and NHSGJ in ways that enhance the quality of the education and training provided.
6. continuous improvement in relation to user feedback, complaints, including learner satisfaction, retention, attainment and progression is embedded in the management and delivery of the NHS Scotland Academy education and training programmes.
7. governance processes and quality management controls are in place relating to the delivery of NHS Scotland Academy technology enhanced education and training.
8. educational and quality related risks are identified, mitigated and reported.
9. NHS Scotland Academy educational and quality governance is reported annually to the NES Audit and Risk Committee as part of the Education and Quality Committee Annual Report.