

Quality and Performance Assurance Committee Terms of Reference

GPhC0068 Version 2.0

This policy sets out the delegated remit and function of the GPhC Quality & Performance Assurance Committee (QPAC).



Policy details

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Version	Approved date	Description of change	Amendments by
1.0	8 September 2022 – approved by Council	Creation of new committee terms of reference.	Laura McClintock, Chief of Staff
2.0	14 September 2023	Terms of reference reviewed and updated once Committee had been operational for 12 months to more accurately reflect its functions. Membership increased to a maximum of eight.	Janet Collins, Senior Governance Manager

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1. Terms of reference and delegated authority

- 1.1 The Council has established the Quality & Performance Assurance Committee (QPAC) to support the Council by overseeing and monitoring the measurement and management of quality and performance across the range of the Council's activities, to enable the Council to carry out its oversight responsibilities.
- 1.2 The Committee is a non-executive committee and has no executive powers except as set out in these Terms of Reference.
- 1.3 Under the Council's Scheme of Delegation, the Committee has delegated authority from the Council to:
 - Oversee the development of performance measures and data, which are meaningful to the Council so that the Council has the right data to be able to understand the performance of the GPhC operationally and its compliance with targets and plans.
 - Consider data, insights and information, to provide assurance to the Council about organisational quality and performance and drive/demonstrate improvement and innovation.
 - Oversee the quality and performance of business as usual, significant workstreams or improvement initiatives when requested by the Council, to ensure these meet the Council's Vision and Strategy.
 - Oversee any improvement action plans or other improvement initiatives, to ensure they address any areas of unsatisfactory performance, and monitor implementation of these plans.
 - Review and identify, with the Executive, ways in which risks to successful performance are identified and managed (taking account of existing approaches and resource allocation), to provide assurance to Council.
 - Provide an escalation route to Council for any quality or performance concerns.
- 1.4 The Committee shall ensure that all policies and work within the Committee's remit take account of and promote the GPhC's culture and values, and commitment to equality, diversity and inclusion.
- 1.5 The Committee may obtain independent professional advice and secure the attendance of external advisers with relevant experience and expertise if it considers this necessary, within the budget approved by the Council.

2. Accountability and reporting

- 2.1 The Committee is accountable to the Council. The minutes of each Committee meeting shall be circulated to the Council.
- 2.2 The Committee shall report annually to the Council on its work.
- 2.3 The Committee may also submit separately to the Council its advice on issues where it considers that the Council should take action.

3. Composition

- 3.1 The Committee, including its Chair, is appointed through arrangements agreed by the Council.

- 3.2 The committee shall have no more than eight members but may operate with fewer while a vacancy exists, provided the quorum is maintained.
- 3.3 The Committee members shall include Council members, including at least one lay member and one registrant member.
- 3.4 The Council will appoint one of the Council members serving on the Committee as Chair, based on relevant background and skills.
- 3.5 In the absence of the Chair, the Committee shall elect another of its members to chair the meeting.

4. Quorum

- 4.1 A quorum shall be three members of the Committee.

5. Frequency and scheduling of meetings

- 5.1 The Committee shall meet not less than three times per year.
- 5.2 Where possible, the Committee's frequency and scheduling of meetings shall support the business cycle.

6. Attendance

- 6.1 Only members shall be entitled to attend Committee meetings. The Chief Executive & Registrar will attend the meetings along with other key members of staff, as necessary.
- 6.2 Other Council members may attend meetings at the invitation of, or with the agreement of, the Chair of the Committee.
- 6.3 The Committee may request any employee or member to attend a meeting to assist with its discussions on any particular matter or to provide any information it may reasonably require in order to fulfil its remit. All employees and members are directed to co-operate with any reasonable request made by the Committee
- 6.4 The Committee may ask any or all non-members to withdraw for all or part of a meeting if it so decides. In such an instance, the Chair shall ensure that a proper record is made of the meeting.

7. Secretariat

- 7.1 The Chief Executive & Registrar shall ensure that appropriate secretariat support is provided to the Chair and to the Committee.

8. Monitoring and compliance

- 8.1 These terms of reference are reviewed annually by the Quality & Performance Assurance Committee and approved by the Council, in line with the Scheme of Delegation.

