

Training Committee Chair

Application Pack

Contents

[Overview 2](#_Toc53234417)

[Message from the Current Chair 4](#_Toc53234418)

[Job Description and Person Specification 5](#_Toc53234419)

[A bit about The Royal College of Ophthalmologists…](#_Toc53234420) 9

[Training Committee Terms of Reference 11](#_Toc53234421)

[Trustee Board Terms of Reference 14](#_Toc53234422)

[Executive Committee Terms of Reference 17](#_Toc53234423)

[Council Terms of Reference 20](#_Toc53234424)

[Organogram 22](#_Toc53234425)

[Other important documents… 23](#_Toc53234426)

# Overview

Training has to adapt and develop as the healthcare environment changes rapidly and this has been increasingly challenging in recent years with new ways of working and the lasting effects of the recent pandemic. The College has responded, keeping pace with these changes, positioning ourselves at the forefront of national developments as we work with the Academy of Medical Royal Colleges, Statutory Education Bodies and the GMC.

The Training Committee works to set the curriculum and promote high standards of training in ophthalmology. The Committee comprises Heads of School or Training Programme Directors from the 25 different regions to develop and share good practice. It therefore supports trainers and trainees across all 4 nations. A number of separate subcommittees or faculties deliver different workstreams and the whole committee are involved in developing and delivering new standards. The Recruitment Sub-committee ensure successful national recruitment in partnership with the Severn Deanery. Examples of initiatives we have introduced, over the last few years, are a national recommended induction programme, standards for supervision in Acute Services, a curriculum for simulation and mandated local courses on managing cataract complications and laser skills.

The Curriculum Sub-committee sets the requirements and the assessments of training; a new curriculum is under development to encompass subspecialty training and incorporation of generic professional capabilities within overarching outcomes or Entrustable Professional Activities (EPAs).

The CESR Lead and faculty assess applicants for the Certificate of Eligibility for Specialist Registration. The recent development of the Ophthalmology Local Training (OLT) programme aims to increase our workforce by promoting training doctors towards CESR.

The International Medical Graduates Lead and faculty administers the dual sponsorship scheme (DSS) to support international doctors working in the UK.

The Skills Lead and faculty deliver surgical and practical skills courses from the introductions to ophthalmic surgery and phacoemulsification through to subspecialty courses for all stages of the ophthalmologists’ career.

The Simulation Leads promote all forms of virtual and dry/wetlab simulation through a network of regional simulation leads and trainee champions.

The Training Committee works closely with other College Standing Committees, particularly Examinations and Education and with the Ophthalmologists in Training Group (OTG).



*National Recruitment. Interviewer Training prior to this becoming virtual*



Introduction to Phaco course held at the College 2020

# A person posing for the camera  Description generated with very high confidence

# *Fiona Spencer*

# Message from the Current Chair

Chairing the Training Committee has been a privilege and a pleasure. It has been exciting to work with the group of committed and passionate training leads from across the UK in the committee; to develop new initiatives and to respond to the recent challenges of training in a pandemic. I have been able to contribute, on behalf of the College, to several national work streams, through the Academy and with the GMC and CoPMED Deans, on the introduction of Generic Professional Capabilities in all medical curricula, in assessing transferred competencies between specialties, in ensuring trainees are ready for CCT in penultimate year of training and in a review/promotion of simulation by HEE. These opportunities have helped promote the College and its work on Training to have a higher national profile.

Working with the Training Committee I have been able to lead a series of workshop style meetings, and this has made the committee very interactive. I believe it provides better opportunities to really share good practice and allows new Heads of School and TPDs to network and be supported by their peers and feel developed and part of the College. You also work with your Sub-committee chairs and leads across a wide portfolio that allows you to support all ophthalmologists training in both numbered and local posts. As well as providing support and guidance for them you develop your knowledge and skills in many different areas.

As a Chair of a College Standing Committee, you interact with the other Chairs and College Officers and the heads of all departments. You are a member of the Council, the Executive and potentially the Trustee Board. This brings the opportunity to be involved in policy making and strategy and is really rewarding, it develops your own leadership skills and management responsibilities and brings you connections with colleagues across the UK. I highly recommend the role.

Fiona Spencer

# Job Description and Person Specification

Post: **Chair Training Committee**

Responsible to: **President**

Date reviewed: **September 2021**

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This job description should be considered in conjunction with the Terms of Reference of the Training Committee document.

In the event of a job share the incumbents would have to be clear who is responsible for each part of the role to ensure all areas are delivered.

**DURATION OF APPOINTMENT**

* The Appointment is for 4 years, not renewable.

**RESPONSIBILITIES**

* To Chair the Training Committee.
* To ensure the Training Committee performs its duties set out in the Terms of Reference the Training Committee.
* To attend all Council meetings and report to Council on issues related to training and the activities of the Training Committee.
* To work with the Training Committee, Sub-committees and other relevant committees to meet the General Medical Council’s *Standards for Curricula and Assessment Systems* through the monitoring and development of curriculum and assessments which are fit for purpose.
* To implement changes which improve the quality of training and assessments as necessary.
* To participate in the curriculum development and attend the Curriculum Sub-committee.
* To represent the College on training issues at meetings held by national bodies e.g.: The Academy of Medical Royal Colleges, The General Medical Council, Health Education England (HEE) and any other appropriate national body.
* To work closely with the Chairman of the Education Committee, particularly regarding the Training the Trainers Sub-committee; planning and delivering the Advanced Training the Trainers courses.
* To support and give guidance to the CESR Faculty Lead, Skills Faculty Lead and Simulation Leads.
* To support and give guidance to the Sub-Committee Chairs/Leads and the work of their sub-committees/Faculty. To review the work streams and relevance of sub-committees and all working groups.
* To oversee the standards and appointment process for all Sub-committee chairs and where appropriate members of sub-committees and Faculty.
* To chair the Appointments Panel for Leads/Sub-committee Chairs
* To attend the following committees: Executive Committee, Education Committee, Examinations Committee, and optionally Professional Standards Committee, Scientific Committee, and Finance Committee, and to contribute to the work of all the other College Committees as appropriate.
* To provide advice to the President, fellow College Standing Committee Chairs and the Chief Executive as required.
* To participate in the annual admissions ceremony.
* To contribute to media assignments as required.
* To liaise with the Lead Dean for Ophthalmology.
* To respond to all relevant correspondence in conjunction with the Head and other members of staff of the Education and Training Department.
* To work with Deans; HEE Local Offices, NES, NIMDTA, HEIW (LETBs) as an External Advisor e.g. at ARCP where there are difficulties identified with their training programme.
* To attend annual meetings of Academy of Medical Royal College with COPMeD Deans
* In conjunction with the Head of the Training and Education Department ensure:
	+ equal opportunities are respected in all matters concerning training
	+ finance and ethical governance are adhered to in all matters concerning training
	+ deliver the College and Department strategic plans
	+ prepare communications re training, liaising with the Communications Team
	+ monitor the operational plan for the Education and Training Department
* The Chairman carries responsibility for all the work conducted by the Sub-committees and can attend meetings of these. In some instances, it may be prudent to leave the business of the sub-committee in the hands of the competent expertise contained therein.
* Two of the Standing Committee Chairs are on rotation as Trustees, at any one time, with additional responsibility. However all Chairs attend the Trustee Board.

**KEY WORKING RELATIONSHIPS**

* **Internal:**

President, Other Standing Committee Chairs, Committee Members, Council Members, Chief Executive, Head of Education and Training, Communications Team, and other Department staff. This is a senior College Officer role and some overview and understanding of College activities is required.

* **External Liaison:**

GMC, The Academy, SEBS (HEE, NES, NIMDTA, HEIW)

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Essential**  | **Desirable** |
| **Eligibility** | Fellow or Member of the Royal College of Ophthalmologists in good standingSubstantive NHS consultant post for at least three yearsNHS consultants with an established contract in active practice. Chairman must demit office one year after retirement.Licence to PracticeDemonstrable commitment to a CPD programme (at least one fully completed CPD cycle)UK resident  |  |
| **Experience** | Prior experience of a significant leadership role in your Trust or College | Active member of an RCOphth Training Committee/Subcommittee Involvement as interviewer in national recruitment. |
| **Training** | Evidence of equal opportunities and diversity training within previous five years | Other related training e.g. Educational supervision, appraisal and feedback. Workplace based assessment. Interview skills. |
| **Knowledge** | Familiarity with the RCOphth curriculum and assessment structure, e-portfolio and Eye Logbook | Understanding of the regulatory framework governing assessment and curriculumFamiliarity of the Dual Sponsorship Scheme and GMC regulationsFamiliarity with the requirements of the CESR route and GMC regulations |
| **Educational roles** | Extensive experience as a trainer and educator; must have held a role as an Educational Supervisor. Must have held further educational or training role such as College Tutor, Trust Education Lead, Training Programme Director, Head of School or Chair of an appropriate education or training committee | Held role as Training Programme Director, Head of School |
| **Communication Skills and Behaviours** | Ability to communicate (both written and verbally) with all stakeholders, e.g. RCOphth President, Trainers, staff, trainees etc.Ability to work to tight timescales | Flexibility in working practice and able to be responsive to College staff and officersInterest in progressing the strategy of the College and standing as a Trustee  |
| **IT skills** | Microsoft office incl. Excel and Word |  |
| **Other**  | Prepared to undertake a significant amount of work for the CollegeAgreement from NHS Trust to be released to fulfil role |  |

**TIME COMMITTMENT**

* Estimated at 20 days per year for essential RCOphth meetings
* In addition to required attendance at the Training Committee and Advanced Training the Trainers’ Days, Executive Committee, Council, and Trustee Board, attendance at the Admissions Ceremony, College Strategy Day and the Curriculum Sub-committee are a priority.
* Attendance at the standing committees: Education Committee, Examinations Committee and optionally, Professional Standards Committee and Scientific Committee is at the discretion of the Training Committee Chair and not included in the above estimate. The RCOphth has committed to running at least half of these meetings virtually from 2021 onwards. Where possible the College schedules Council, Executive, Trustee Board or the Admissions Ceremony on the same day.
* 3 Joint Academy Training Forum (JATF) meetings and others with the GMC, 4 HEE Medical Education and Training Fora are usually 2 hour meetings and a proportion will continue to be held virtually. (These are again additional).
* Regular meetings/teleconference with the Head of Education and Training/Education and Training Co-ordinator c. on a regular basis.
* Ad hoc meetings: e.g., meetings with other officers or College members of staff, liaison with other bodies, representing the President at meetings. These can normally be arranged at times to suit the post holder. The College encourages the use of video and telephone conferencing wherever possible and appropriate and will arrange this on request.
* It is possible to conduct nearly all the Committee business between scheduled meetings electronically and remotely.
* In total there could be a further 20 days when meetings could be held (as explained above) but not all are full days and can be held remotely.

**September 2021**

# A bit about The Royal College of Ophthalmologists…

**Strategy**

We launched our new [**Strategic Plan 2020 -2022**](https://www.rcophth.ac.uk/2020/01/rcophth-strategic-plan-2020-2022/) in October 2019.

Our vison is ‘That everyone should have access to high quality eye care’. Our core aims are:

1. To carry out **‘Our Purpose’** as defined in our Charter
2. To define, provide guidance and support for the **‘Workforce’**
3. To **‘Lead’** in maintaining high standards and speak out where care falls short
4. To **‘Evolve’** and continually assess our work in the most efficient and effective way

**Priorities and campaigns**

The RCOphth campaigns for change that meet our strategic aims, for and on behalf of members. Some of these priorities are:

1. **AQPs/Independent Treatment Centres**: impact on the HES, training, conflict of interest
2. **Commissioning**: influencing the commissioning of services in regions, using case studies to highlight best practice
3. **Workforce**: well-being, career attrition, capacity to meet demand, multidisciplinary teams
4. **Hospital space and technology**: developing community hubs, joined-up technology and IT infrastructure
5. **Professional leave**: influence trusts to release consultants for assessing, examining and training of the workforce
6. **National Ophthalmology Data Audit (NOD):** funding to sustain the NOD, raise awareness of the impact of audit on patient care, reduction in intraoperative complications by 38% and potential £2m savings for the NHS *(briefing note attached)*

We launched our [**Manifesto**](https://www.rcophth.ac.uk/2019/11/workforce-revitalisation-smart-data-and-new-ways-of-working-our-vision-for-the-new-government/) in 2019 in response to the election and set out some of the above campaign call to actions.

**Most recently we have responded to the COVID-19 pandemic in the following ways**

Set up a responsive COVID-19 group of College officers and staff. We have published [guidance on our website](https://www.rcophth.ac.uk/about/rcophth-covid-19-response/). Working across other sub-specialty groups and in collaboration with partners, such as NHSE and the College of Optometrists. COVID-19 has accelerated ideas and new practice thinking, we have:

* Developed guidance to support resetting of services
* Developed interim guidance to support the recovery of services
* Will continue to work with partners to promote new learnings, new models of care pathways, the use of new technology, such as video consultations

**National Outpatient Transformation Programme (NOTP)**

In the last quarter of 2019, NHSE had recognised Ophthalmology as the first specialty to be piloted as part of the NOTP, working with the RCOphth as a partner.

* The aim is reduce outpatient appointments by 30%
* COVID-19 has accelerated innovation and NHSE has a strong desire to make the new ways of working across the primary and secondary care pathways sustainable
* NHSE have recruited clinical leads to this work. We are pushing for a restart of the programme as quickly as possible

**We work across a number of partner organisations in health and government**

* Chairs and committees identify areas of strategic importance and input into our services with highly-valued clinical expertise and knowledge
* Staff work in partnership with our chairs and committees to advice, recommend and facilitate the development of activity within resources and funding available to achieve agreed objectives and set policy
* We all work with counterparts in the health sector such as NHSE/I and nation health services, AoMRC, other medical royal colleges, GMC, HEE, academic institutions
* The Policy & Communications team works across those same organisations as well as government and parliament

**Keeping in touch**

We send **Eyemail**, our bi-weekly e-newsletter out to all members on a Thursday *(check your spam folder)*

We publish and post out **College News** quarterly and invite members to contribute to news about colleagues, successes and activities around the four nations

We will be launching a **new website** in 2021.

# Training Committee Terms of Reference

#

1. **Introduction**

The Training Committee is responsible to the Council/Trustees of the College and has a number of important functions in relation to training as indicated below.

It is a dynamic group of individuals who represent both the College and the regions to enhance the education and training of the future generation of ophthalmologists.

1. **Responsibilities and Duties (Currently it meets twice a year and additional you are expected to attend at least one of the two Advanced Training the Trainers Days)**
* To ensure, by facilitating the acquisition of knowledge, skills, values and attitudes by ophthalmologists in training, that patients are treated by safe, competent and compassionate doctors.
* Develop, publish and review the College’s Ophthalmic Training Curriculum in conjunction with the Curriculum Sub-committee to ensure that the highest available quality of training is delivered through setting clear objectives, assessments and standards of performance.
* To monitor the standards of delivery of ophthalmic training and to support trainers and trainees.
* To develop, review and manage the e-Portfolio for trainees.
* Co-ordinate and evaluate national recruitment in ophthalmology in partnership with the HEE local Offices for recruitment.
* To approve for training OOPT, OOPR (both within the UK and abroad) to the GMC.
* To quality assure the conclusion of training by reviewing all trainees’ applications for the Certificate of Completion of Training (CCT) and making appropriate recommendations to the GMC.
* To make recommendations to the GMC on applications for Specialist Registration under the Certificate of Eligibility for Specialist Registration (CESR) process of the GMC.
* To undertake a Dual sponsorship Scheme with the GMC for International Medical Graduates.
* To run skills courses for trainees and to make sure that they are fit for purpose.
* To embed Simulation in training; developing a strategy not just for practical and surgical skills but including communication and immersive or team simulation).
* To participate in GMC visits if required and to provide external representation at ARCP reviews for HEEE local Offices/HEIW, NES/NIMDTA.
* To act as External Advisors to ARCP panels across all 4 nations.
* To maintain the high profile and renown of UK ophthalmic education and training within the international community.
* To promote interdisciplinary education, training and team working so ensure an effective multi-professional workforce.
* The Quality Assurance and Evaluation of Training Sub-committees are currently suspended due to the work of the new curriculum but will be reinstated in the near future.
1. **Composition**
* College Officers (ex officio)
* Chair of the CESR Faculty
* Chair of the Curriculum Sub-committee
* Chair of Skills Faculty
* Chairs of Simulation
* Chair of the International Medical Graduates (IMG) Sub-committee
* Chair of the Recruitment Sub-committee
* Lead Postgraduate Dean (ex officio)
* Appointed Council Members
* Heads of Schools of Ophthalmology and in Deaneries where these do not exist, the lead Training Programme Director
* Academic Representative
* Medical Ophthalmology Representative
* Trainee Representatives (nominated by the OTG)
* Member from the Lay Advisory Group
* Member from the SAS Group
1. **Standing Sub-committees**
* CESR Faculty
* Skills Faculty
* Simulation
* Curriculum Sub-committee (up to 3 meetings per annum plus additional ad hoc work)
* Recruitment Sub-committee (up to 3 meetings per annum)
* International Medical Graduates (IMG) Sub-committee (work undertaken virtually)
1. **Conflicts of interest**
* When the interest of a member conflicts, or appears to conflict, with the work of the Committee or the interest of the College, this must be declared.
1. **General**
* The content of Training Committee minutes will be recorded by a member of the College staff and will be placed before the **next** Council meeting. The meetings should promote free and open debate and the discussions in meetings should be regarded as confidential when dealing with individual trainees.
* Membership of the Committee can be terminated for repeated non-attendance at meetings.
* Membership of the Training Committee **automatically** means engaging with the work of the CESR Faculty and undertaking assessments; working in conjunction with the Curriculum Sub-committee on the curriculum and assessment strategy and e-Portfolio with emphasis on delivery of training; acting as an External Advisor at ARCPS; reviewing OOPT and OOPR applications; assessing CCT applications in order to make submission to the GMC; and may include contributing to the Recruitment Sub-committee.
* In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff.
* No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.
* No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee or the College.
1. **Glossary of Terms**

AoMRC Academy of Medical Royal Colleges

ARCP Annual Review of Competence Progression

CCT Certificate of Completion of Training

CESR Certificate of Eligibility for Specialist Registration

GMC General Medical Council

LETB Local Education & Training Board

OST Ophthalmic Specialist Training

OTG Ophthalmic Trainees Group

OOPT Out of Programme Training

OOPR Out of Programme Research

RCOphth The Royal College of Ophthalmologists

TSC Trainee Selected Component

**September 2021**

# Trustee Board Terms of Reference

The Board is the primary governance body for the College and its members are the Trustees of the College.

**Purpose / aim**

The Trustee Board has overall responsibility for the governance, strategy, vision, and purpose of the College. It is to:

* Establish and keep under review a framework of delegation including:
	+ Day to day management to the Chief Executive and senior staff
	+ Such powers as it thinks fit to Council and other committees
* Establish and keep under review a framework for risk management and systems of control
* Act to provide an appeal panel of last resort for disciplinary and grievance matters not resolved by staff and College Officers

**Function**

*Governance, strategy and planning*

1. Ensure compliance with the objects of the College as laid down in its Charter
2. Ensure compliance with all regulatory requirements including charity and corporate law, taxation regulations, data protection etc.
3. Establish a strategic plan, after consultation with Council to assess and agree clinical priorities in line with the College’s objects
4. Approve a business plan to implement the strategic plan
5. To review the College’s risk register, and to ensure that effective procedures are in place to minimise or mitigate risks.
6. To ensure that the College has effective mechanisms for the appointment and accountability of Committee members and external representatives.
7. To ensure the satisfactory delivery of external contracts.

*Finance*The Board has an overarching responsibility to ensure good governance for the finances of the College, in particular to:

1. Maintain of proper books and records
2. Maintain the financial policies and procedures. To be advised of, consider and approve or otherwise any changes to the prime financial or management policies, control systems, and authority levels of the College.
3. Approve the annual budget
4. Approve subscription fees for consideration at the appropriate Annual General Meeting
5. Monitor the College’s performance in relation to key strategic, operational and financial matters
6. Approve the annual Trustees’ Report and Financial Statements
7. Maintain investment and reserves policies as appropriate for the College’s resources and levels of income.
8. Oversee the appointment of auditors, investment managers and other professional advisors

*Workforce*

The Trustee Board is the employer of College staff, the day to day management of staff is the responsibility of the Chief Executive. The Board has an overarching responsibility to:

1. Review policies relating to human resource management, including issues of pay, terms and conditions of service, recruitment, grading, grievance, suspension and dismissal procedures.
2. Conduct appeals from staff as set out in the relevant procedures
3. Ensure compliance with polices and legislation relating to pension arrangements for staff and income tax payable.
4. Recruit the Chief Executive, appraise his/her performance management on issues relating to the Board’s remit and, if necessary, follow due process to dismiss him or her.

**Composition**

The Trustee Board shall comprise:

* The President
* The Vice President, Policy and Communications
* The Honorary Secretary
* The Honorary Treasurer
* The Chair of the Ophthalmologists in Training Group
* Three Lay Trustees
* Two Chairs of Standing Committees
* Two Council Members

The procedures regarding the appointment of Trustees are set out in the Ordinances and Bye Laws.

All medical trustees are ex officioand serve on the board whilst they hold office.

Lay Trustees are appointed to a term of office of up to four years.

**Chairmanship**

The President will chair the Trustee Board. In the absence of the Chair, the Board may be chaired by another Trustee.

 **Process**

The Trustee Board shall meet at least four times a year; participation may be via teleconference or audio video. It is not permissible to send deputies or representatives.

The content of meetings will be minuted by a member of the College staff and minutes circulated aiming to reach attendees within 2 weeks.

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

**Conflicts of interest**

Trustees are expected to have completed a declaration form.

Trustees should withdraw from any discussions where there might be a conflict, if appropriate.

**Quorum**

The quorum shall be one more than one half of the total number of Trustees who are serving from time to time the majority of whom must be medical practitioners.

**Voting**

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be determined by a simple majority of votes cast at a meeting with each trustee having one vote. In case of an equality of votes, the Chairman of the meeting shall have a casting vote.

**General**

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

Trusteeship shall be terminated if there is repeated non-attendance at meetings.

No Trustee may be paid or accept payment in cash or kind for work undertaken on behalf of the College. Expenses may be claimed in line with the College’s expense policy.

The Trustee Board shall abide by the Charter, Ordinances and Bye-laws of the College.

# Executive Committee Terms of Reference

The Executive Committee operates under a delegated authority of the Trustees of the College.

**Purpose / aims**

The Executive Committee meets regularly to enact College business in a timely manner between Trustee Board meetings.

It contributes to the formulation of the values, mission, vision, goals, objectives and strategic direction of the Royal College.

It provides an opportunity for College clinical and staff leaders to consider issues of importance or which cut across defined committee or departmental boundaries in detail, before they are brought to the Trustees for further debate and a final decision.

It provides a forum for decision making and taking action on areas which do not need to be escalated to the Trustee Board. It should act in accordance with the strategic plan and be cognisant of financial and reputational risks.

It ensures a joined-up approach to College business, policy and strategic decisions, ensuring agreed actions in key or important areas are followed up and completed.

**Functions/delivery of aims**

1. It develops policies to make efficient use of the RCOphth’s resources.
2. It assists in coordinating and focusing the RCOphth’s work, setting goals and developing agendas in line with the Strategic Plan.
3. It reviews in detail reports, recommendations, proposals and other items from standing committees or other sources as required, which need Board decisions, and makes provisional recommendations for consideration by the Trustee Board.
4. It ensures all plans for RCOphth projects take due account of the Policy, Communication and ICT and other resource needs.
5. It advises the Trustee Board on the College’s committee structure.

**Composition**

The President

The Vice President

The Honorary Secretary

The Honorary Treasurer

The Chair of the Education Committee

The Chair of the Examination Committee

The Chair of the Professional Standards Committee

The Chair of the Scientific Committee

The Chair of the Training Committee

The Chief Executive

The Head of Communications & Engagement

The Head of the Education and Training Department

The Head of the Examination Department

The Head of the Finance and Operations Department

The Head of the Professional Support Department

**Chairmanship**

The President will chair the Executive Committee, otherwise the Vice President will chair the meeting, and otherwise the Chief Executive will chair the meetings.

**Reporting**

The Executive Committee will report to the Trustee Board and keep Council informed.

**Process**

The Executive Committee shall meet at least six times a year; participation may be via teleconference or audio video. Topics may be discussed by email in between meetings to all members and be clearly defined as executive committee business. Members are expected to read the meeting papers in advance of the meeting and these will be sent a week before by email.

The content of meetings will be minuted by a member of the College staff and minutes circulated aiming to reach attendees within 1 week.

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

**Conflicts of interest**

Members are expected to have completed a declaration form because they are either members of Council or senior members of staff.

Members should withdraw from any discussions where there might be a conflict, if appropriate.

**Quorum**

The quorum of the Executive Committee shall be 7 members.

**Voting**

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be carried by a simple majority and the Chair may choose to have the casting vote.

**General**

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

Membership of the Committee or any of its subcommittees shall be terminated if there is repeated non-attendance at meetings.

No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.

The staff members are paid in accordance with their contracts of employment, ordinarily, no clinical member may be paid or accept payment in cash or kind for work undertaken on behalf of the Executive Committee. However, if this is necessary, under exceptional circumstances, it should be discussed in advance with the Honorary Treasurer. Expenses to attend meetings and will be met at the usual College rates.

The Executive Committee shall abide by the Charter, Ordinances and Bye-laws of the College.

# Council Terms of Reference

The Council operates under a delegated authority of the Trustees of the College.

**Purpose / aims**

The Council contributes to the formulation of the values, mission, vision, goals, objectives and strategic direction of the College.

**Functions/delivery of aims**

* Input into strategic and clinical priorities.
* Regional representatives Identify members’ concerns regarding service delivery and training issues brings these to the attention of Council
* Provides advocacy of College work to members in the regions and acts as a sounding board for ideas
* Receives reports from the Standing Committees

**Composition**

The President

The Vice President

The Honorary Secretary

The Honorary Treasurer

The Chair of the Education Committee

The Chair of the Examination Committee

The Chair of the Professional Standards Committee

The Chair of the Scientific Committee

The Chair of the Training Committee

20 Regional Representatives

The Chair of the Academic Subcommittee

The Chair of the International Committee

The Chair of the Lay Advisory Group

The Chair of the Ophthalmologists in Training Group

The Chair of the SAS Group

The Editor of Eye may attend by right

In attendance: The Chief Executive, The Executive Assistant, other senior staff as required

**Chairmanship**

The President will chair the Council, otherwise the Vice President will chair the meeting,

**Reporting**

The Council will report to the Trustee Board and keep the membership informed by Short Notes which are circulated in Eye Mail after each meeting.

**Process**

The Council shall meet at least four times a year; participation may be via teleconference or audio video. Topics may be discussed by email in between meetings to all members and be clearly defined as Council business. Members are expected to read the meeting papers in advance of the meeting and these will be sent a week before by email.

The content of meetings will be minuted by a member of the College staff and minutes circulated aiming to reach attendees within 2 weeks.

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

**Conflicts of interest**

Members are expected to have completed a declaration form.

Members should withdraw from any discussions where there might be a conflict, if appropriate.

**Quorum**

The quorum of the Council shall be 18 members.

**Voting**

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be carried by a simple majority and the Chair may choose to have the casting vote.

**General**

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

Membership of the Council shall be terminated if there is repeated non-attendance at meetings.

No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.

The staff members are paid in accordance with their contracts of employment, ordinarily, no clinical member may be paid or accept payment in cash or kind for work undertaken on behalf of the Council. However, if this is necessary, under exceptional circumstances, it should be discussed in advance with the Honorary Treasurer. Expenses to attend meetings and will be met at the usual College rates.

The Council shall abide by the Charter, Ordinances and Bye-laws of the College.

# Organogram

Please [click here](file:///S%3A%5CExecutive%5CAdministration%5CExecutive%5CExecutive%202021%5COrganogram-Governance-and-Staff-Structure-SEPT-2020.docx) to view the organogram for your information.

# Other important documents…

1. [Strategic plan](https://www.rcophth.ac.uk/2020/01/rcophth-strategic-plan-2020-2022/)
2. [Equality, monitoring and diversity policy/form](https://www.rcophth.ac.uk/about/governance/policies/)
3. [Conflict of interest policy/form](https://www.rcophth.ac.uk/about/governance/policies/)
4. [Media Policy](https://www.rcophth.ac.uk/about/governance/policies/)