

### International Medical Graduates (IMG) Subcommittee *–* Terms of Reference

1. **Purpose**

The purpose of the IMG Subcommittee is to implement the DSS (dual sponsorship) scheme and the MTI (medical training initiative) scheme. It is responsible for considering applications from IMGs and providing a recommendation to the General Medical Council (GMC) on a candidate’s suitability to practise within the UK. It is accountable to the Training Committee.

1. **Main Activities**
   1. Approve applications from IMG’s wishing to work in UK for a period of training and been successful in being selected for such a post
   2. Monitor and develop IMG’s coming to UK for training
   3. Ensure college continues to meet the GMC’s standards for its role as an approved sponsor
   4. Successfully run the DSS and MTI schemes
   5. Ensure the posts are of a reasonably high training value with promotion of IMG’s development
   6. Ensure feedback is received from IMG’s and address any concerns
   7. Promote diversity in all its forms, ensuring that decisions and outputs are inclusive and consider a range of perspectives, and that representation on the committee is appropriate to achieve this.
2. **Status of Committee**
   1. IMG Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.
   2. The IMG Subcommittee is a subcommittee.
3. **Membership**
   1. The IMG Subcommittee shall consist of a minimum of 7 members and a maximum of 10 members. All members serve a 3 year term, with a further 3 year term subject to confirmation. Those members shall be:
      1. Chair
      2. Up to 9 committee members

The Chair shall be responsible for chairing meetings, liaising effectively with the Dual Sponsorship Manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

1. **Meetings**

5.1 Meetings will occur virtually on an annual basis. The majority of work is expected to be undertaken in-between meetings.

* 1. Notices of meetings shall be given in writing/email.
  2. Repeated absence of 3 or more missed meetings and/or inability to contribute to the work of the Committee will result in removal subject to review by the Chair.
  3. The Chair shall preside at every meeting or if they are unable or unwilling to do so, another member appointed shall preside as Chair in their place for that meeting.

1. **Quorum**

All members are expected to attend meetings; however, the quorum is half the members plus one.

1. Representation on College Committees
   1. The Chair shall attend Training Committee meetings
   2. The Chair/ representative of the IMG Sub-committee is a member of the Global Sub-committee
   3. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
2. Reporting requirements
   1. The IMG Sub-committee shall keep minutes of its meetings and a copy of these minutes shall be sent to the Training Committee
   2. The IMG Sub-committee shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register.
   3. The IMG Sub-committee shall report 2annually to the Training Committee chair.
   4. The Training Committee may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

**9. Confidentiality**

All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting related work.

1. **Conflicts of Interest**

All members must submit a declaration of interest. It is the responsibility of members to inform the Chair if a new conflict of interest arises. Members with a direct or perceived conflict of interest shall recuse themselves from the meeting.

1. **General**

11.1. All correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the Chief Executive officer, Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.

11.2. The operational management of the Committee/Sub-Committee/Working group, and any work arising from it, are the responsibility of College staff; the role of members is to advise and provide a wider perspective.

11.3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.

11.4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee/Sub-Committee/Working Group without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.

11.5. Expenses to attend meetings shall be met at the usual College rates. Expenses for any other meetings either in the College or outside will only be paid with the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.

11.6. As a group set up within the College, and under the terms of its Charter, the Committee/Sub-Committee/Working Group may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

**12. Variation or Termination**

These terms of reference shall be reviewed every twoyears and shall remain in force until varied or revoked by the Board of Trustees.

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