

**Ophthal Recruitment Subcommittee – Terms of Reference**

1. **Purpose**

The purpose of the Ophthal Recruitment Subcommittee is to ensure the recruitment process for Ophthalmology is run in a fair and transparent manner. It is responsible for providing and overseeing materials used for the recruitment process. It is accountable to the Training Committee.

1. **Main Activities**
   1. Annually review the overall process including the person specification, application criteria and scoring matrix for ST1 recruitmentby reviewing all documentation and feedback from national recruitment and any input received from the Training Committee (Heads of Schools/Training Programme Directors), Deanery and interviewers and interviewees.
   2. Scenario writing and review of marking matrices for ST1 interviews by asking members of the sub-committee to write scenarios and reviewing marking matrices annually for any changes.
   3. Reviewing appeals following portfolio scoring by collaborating with fellow colleagues in reviewing appeals received.
   4. Annually review national recruitment plans, including interview structure by reviewing feedback received from both those on the interview panels, applicants and deanery staff running the process.
   5. Analyse data from the recruitment rounds by receiving data from the Severn Deanery, considering differential attainment and how to address this
   6. To 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. The Ophthal Recruitment Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.
3. **Membership**
   1. The Ophthal Recruitment Subcommitteeshall consist of a minimum of 10 members and a maximum of 13 members. All members serve a 3 year term, with a further 3 year terms subject to confirmation. Those members shall be:
      1. Chair
      2. Recruitment and Selection Manager from the NHSE Lead Deanery

for Recruitment

* + 1. Consultant and senior SAS grade doctors (up to 3 members)
    2. Head of School/Training Programme Directors up to a maximum of

4 members

* + 1. Trainee Representative
    2. Lead Dean
    3. Member from the Lay Advisory Group
    4. Chair of the Training Committee

The Chair shall be responsible for chairing meetings, liaising effectively with the Recruitment Sub-committee manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

1. **Meetings**
   1. Meetings will occur virtually three times’ annually. The majority of work is expected to be undertaken in-between meetings.
   2. Notices of meetings shall be given in writing/email.
   3. 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.
   4. 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.
   5. The recruitment lead for NHSE and a member of the RCOphth staff will be expected to be at every meeting.
2. **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 also attend meetings of the Training Committee
   2. 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 Ophthal Recruitment Subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Training Committee.
   2. The Subcommittee 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 Subcommittee shall report annually to the Training Committee.
   4. The Training Committee may, from time to time at their discretion seek any further information in relation to the discharge of its functions.
3. **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**
   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.
   2. The operational management of the Sub-Committee, and any work arising from it, are the responsibility of College staff; the role of members is to advise and provide a wider perspective.
   3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.
   4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Sub-Committee without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
   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.
   6. As a group set up within the College, and under the terms of its Charter, the Sub-Committee 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 two years and will remain in force until varied or revoked by the Board of Trustees.

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