

### Portfolio Pathway Subcommittee *–* Terms of Reference

1. **Purpose**

The purpose of the Portfolio Pathway Subcommittee is to evaluate Portfolio pathway (CESR) applications in line with GMC guidance. It is responsible for clinical assessment of evidence submitted by applicants to the GMC applying for specialist registration. It is accountable to the Training Committee.

1. **Main Activities**
   1. Oversee the assessment of evidence submitted to the GMC by doctors wishing to apply for specialist registration via the Portfolio pathway route. This is to ensure that the best interests of the patient are protected and that the applicant receives a fair assessment of their application in accordance with relevant legislation, the current process and advice.
   2. Promote diversity in all its forms, analysing differential attainment and taking steps to address this, alongside 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 Portfolio Pathway Subcommittee is not authorised to make decisions other than in accordance with these terms of reference.
   2. The Portfolio Pathway Subcommittee is a Subcommittee
3. **Membership**
   1. .The Portfolio Pathway Subcommittee shall consist of a minimum of 10 members and a maximum of 13 members. All members typically serve 3 year terms, with a further 3 years subject to confirmation. Those members are:
      1. Chair
      2. Up to 12 Subcommittee members

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

1. **Meetings**
   1. Meetings will occur as part of refresher training. The majority of work is expected to be undertaken remotely.
   2. Notices of meetings shall be given in writing/email.
   3. Repeated absence or more missed meetings and 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.
2. **Quorum**

All members are expected to attend refresher training meetings; however, the quorum in this instance is not applicable.

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 Portfolio Pathway 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.
   2. The Portfolio Pathway Subcommittee shall report annually to the Training Committee
   3. 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.

**10. 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.

**11. 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 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.
  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 Committee/Sub-Committee/Working Group 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 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 5years and shall remain in force until varied or revoked by the Board of Trustees.

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