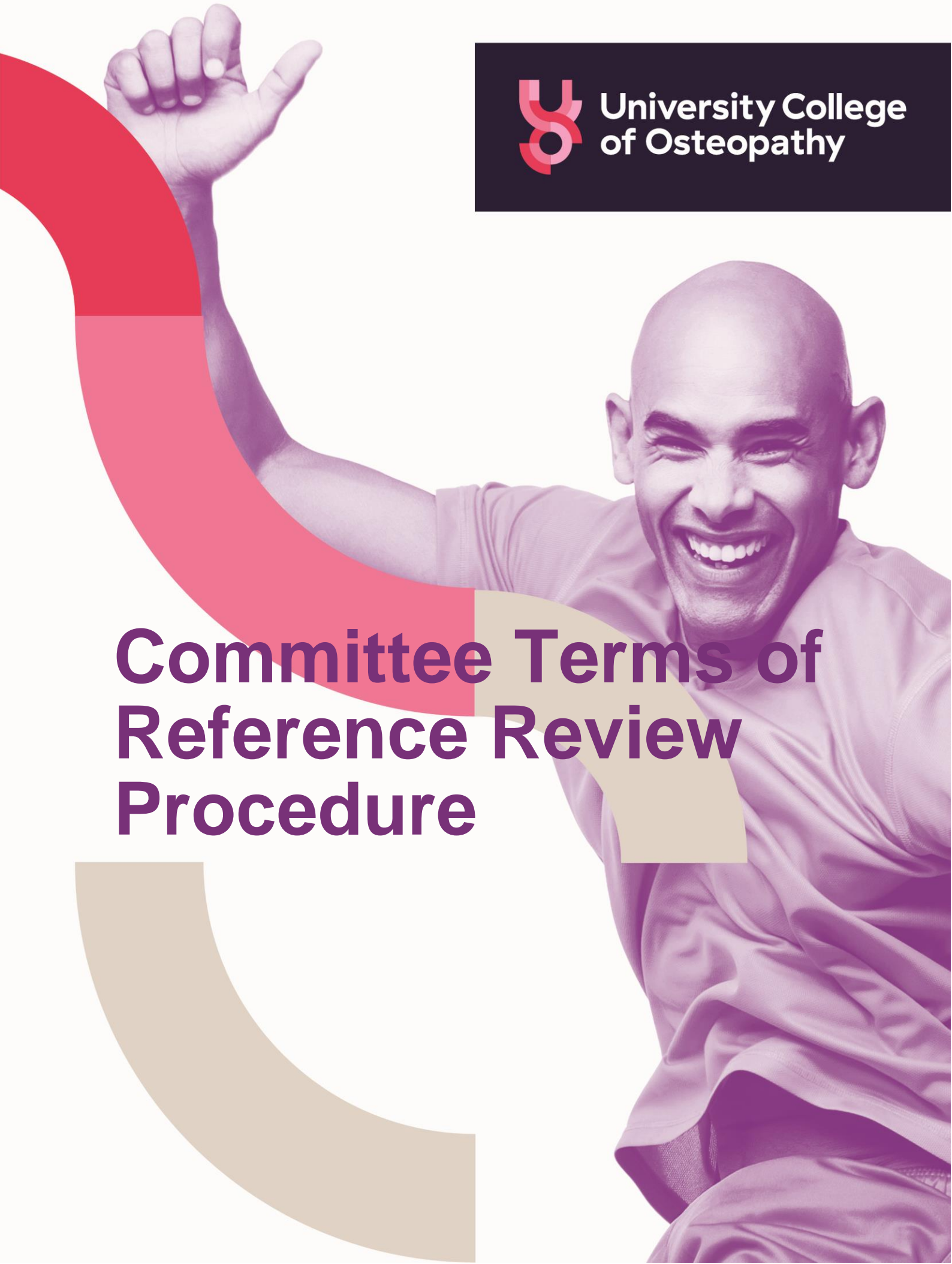




University College
of Osteopathy

Committee Terms of Reference Review Procedure



Core Documentation Cover Page

Committee Terms of Reference Review Procedure

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Oct 2013 SMT	To clarify the procedures for reviewing Committee Terms of Reference.	Vice-Principal (Education)	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2014
V2.0	Aug 2014 PRAG Chair	Administrative Amendment to update staff role titles.	Vice-Principal (Education)	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2016
V3.0	Oct 2016 PRAG Chair	Biennial Review Administrative Amendment to include a flowchart to summarise the process of different levels of amendments to Committee Terms of Reference.	Vice-Principal (Education) Head of Quality	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2018
V4.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and committee titles.	Vice-Principal (Education) Head of Quality	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2018

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

Procedure for Reviewing University College of Osteopathy (UCO) Committee Terms of Reference

CONTENTS

1. Terms of Reference for UCO Committees.....	4
2. Amendments to Existing Terms of Reference for UCO Committees	4
A) Administrative Amendment.....	4
B) Minor Amendment	4
C) Major Amendment	5
AMENDMENTS TO EXISTING TERMS OF REFERENCE FOR UCO COMMITTEES FLOWCHART	6

1. TERMS OF REFERENCE FOR UCO COMMITTEES

- 1.1 All UCO committees have approved terms of reference; these are stored by the Core Documentation Holder, logged on the Core Documentation Register and are made available to all staff and students via the UCO's intranet.
- 1.2 Each year the UCO undertakes a governance review to ensure that the UCO committee structure in place is effective and operating efficiently and that the committees within it are appropriate and are performing the duties as set out in the committee's terms of reference. This involves circulating a Committee Effectiveness Review Questionnaire to all members of committees.
- 1.3 All Chairs of Committees are requested on an annual basis to review their terms of reference, utilising the information from the questionnaire to make recommendations for changes in line with the following procedure.

2. AMENDMENTS TO EXISTING TERMS OF REFERENCE FOR UCO COMMITTEES

- 2.1 There are three levels of amendments that can be made to existing Terms of Reference for UCO Committees.

A) ADMINISTRATIVE AMENDMENT

- 2.2 Administrative amendments to terms of reference can occur outside of the governance review cycle.
- 2.3 Administrative amendments include things such as updating job titles, changes to subcommittee names and are normally issues that are factual in nature. These can be made with the agreement of the Chair of the Committee in question. It is the responsibility of the Chair of the Committee to ensure that these changes are made on an annual basis and are noted by the parent committee.
- 2.4 The Chair of the Committee will ensure that the Core Documentation Holder logs the nature and date of the administrative amendment made on the Core Documentation Register and has the most up to date terms of reference for dissemination.

B) MINOR AMENDMENT

- 2.5 Minor amendments to terms of reference can occur outside of the governance review cycle.
- 2.6 A minor amendment to the terms of reference of a committee is defined as a change of an insubstantial nature; not affecting the general responsibilities of the committee. A minor change for example can be to clarify a particular term of reference.
- 2.7 In most cases, minor changes can be made without the need for broad consultation.
- 2.8 Minor amendments to the terms of reference may be made with the approval of the Chair of the parent committee. Upon approval by the Chair of the parent committee, all minor amendments to terms of reference shall become operational.
- 2.9 Minor amendments to terms of reference shall be reported annually to the Quality Assurance Committee.

2.10 The Chair of the Committee will ensure that the Core Documentation Holder logs the nature and date of the minor amendment made on the Core Documentation Register and has the most up to date terms of reference for dissemination.

C) MAJOR AMENDMENT

2.11 A major amendment to terms of reference is a change to the purpose, scope or significant changes to the responsibilities of the committee.

2.12 The identification of major amendments would normally be identified as part of the annual review of the governance procedures.

2.13 Major amendments to terms of reference shall be submitted to the Quality Assurance Committee for endorsement and then to the Academic Council or Senior Management Team (SMT) for approval.

2.14 The Chair of the Committee will ensure that the Core Documentation Holder logs the nature and date of the major amendment made on the Core Documentation Register, and has the most up to date terms of reference for dissemination.

AMENDMENTS TO EXISTING TERMS OF REFERENCE FOR UCO COMMITTEES FLOWCHART

