

DRIVING FORWARD PROFESSIONAL  
STANDARDS FOR TEACHERS



The General Teaching Council for Scotland  
Standing Order and Committee Scheme

13 June 2018

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## 1 Introduction

- 1.1 This Scheme is made by the General Teaching Council for Scotland (GTC Scotland) in accordance with its statutory duty to make a scheme relating to the structure, membership, role and operation of its committees and sub-committees. This Scheme also sets out standing orders relating to the conduct of GTC Scotland business generally.
- 1.2 This Scheme may be referenced as The General Teaching Council for Scotland Standing Order and Committee Scheme 2018 and will come into force on 14 June 2018.
- 1.3 The General Teaching Council for Scotland Standing Order and Committee Scheme 2015 and any other earlier versions are revoked and replaced by this Scheme.

## 2 Interpretation

In this Scheme unless the context otherwise requires:

- (a) “appointed member” means a member of the Council appointed by the Appointments Committee.
- (b) “Appointments Committee” means the appointments committee (comprised of members who are independent of GTC Scotland) established by GTC Scotland to appoint appointed members.
- (c) “Appointments Scheme” means GTC Scotland’s appointments scheme relating to the appointment of appointed members.
- (d) “Chief Executive” means the Chief Executive of GTC Scotland, or any person fulfilling his/her role.
- (e) “Code of Conduct and Membership Scheme” means GTC Scotland’s code of conduct and membership scheme applying to members.
- (f) “committee” means any one of the committees of GTC Scotland listed in Schedule 2 of this Scheme.
- (g) “co-opted member” means a person duly co-opted by the Council (following such process as it considers appropriate in the circumstances) to serve as a member of a committee, sub-committee or panel.
- (h) “Convener” means the Convener of the Council, or any person fulfilling his/her role and “Vice Convener” will be construed accordingly.
- (i) “Council” means the Council of GTC Scotland.
- (j) “elected member” means a duly elected member of the Council.
- (k) “Election Scheme” means GTC Scotland’s election scheme relating to the election of the elected members of Council.
- (l) “Fitness to Teach Panel” means the committee of GTC Scotland designated as the Fitness to Teach Panel in Schedule 2 to this Scheme.
- (m) “lay person” means an individual that (i) is not, nor has been, nor is eligible to be, entered in the Register; and (ii) has not obtained a “recognised teaching qualification”, as defined by the Order.
- (n) “member” means, as the context requires, either (i) a member of the Council; (ii) a member of a GTC Scotland committee, sub-committee or panel; or (iii) both (i) and (ii).
- (o) “nominated member” means a nominated member of the Council.

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- (p) "Order" means the Public Services Reform (General Teaching Council for Scotland) Order 2011.
- (q) "panel" means any one of the committees of GTC Scotland designated as a panel in Schedule 2 to this Scheme.
- (r) "register" means the register of teachers kept and maintained by GTC Scotland and "registered" and "registrant" will be construed accordingly.
- (s) "Registration Panel" means the committee of GTC Scotland designated as the Registration Panel in Schedule 2 to this Scheme.
- (t) "Rules" means the GTC Scotland Registration and Standards Rules and GTC Scotland Fitness to Teach Rules as well as any other rules that may be put in place by GTC Scotland from time to time.
- (u) "servicing officer" means any GTC Scotland employee appointed to service the Council, a committee or sub-committee.
- (v) "sub-committee" means a sub-committee of GTC Scotland listed in Schedule 2 to this Scheme.
- (w) any reference to legislation, rules, standards, processes, publications, schemes, panels, committees or sub-committees will be construed as a reference to such legislation, rule, standard, process, publication, scheme, panel, or committee as may be supplemented, amended, substituted, re-named or replaced from time to time.
- (x) Any reference to (i) a numbered section or paragraph refers to the section or paragraph bearing that number in this Scheme; and (ii) a numbered schedule refers to a schedule bearing that number in this Scheme.
- (y) Headings set out in this Scheme will not affect the interpretation of the Scheme itself.

This Scheme will be construed and applied in accordance with GTC Scotland's obligations under the Order, the Human Rights Act 1998, the Data Protection Act 1998 and the Equality Act 2010, as well as any other relevant and applicable legislation that may be enacted from time to time. Furthermore, as regards the role, operation and membership of the Fitness to Teach Panels and Registration Panels, this Scheme will be interpreted and applied with reference to the Rules and in the event of any conflict between this Scheme and those Rules, the terms of the Rules shall prevail.

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### 3 Council Membership

The Council is composed of 37 members comprising 19 elected members, 7 appointed members and 11 nominated members. Appointed members will be appointed by the Appointments Committee in accordance with the Appointments Scheme and elected members will be elected in accordance with the Election Scheme. All members are governed by the Code of Conduct and Membership Scheme.

### 4 Council Convener and Vice Convener

4.1 The Council will elect (in accordance with this Scheme), a Convener and Vice Convener of Council to hold office until the date on which the next programme of election, appointment and nomination of Council members takes effect. For the avoidance of doubt, a Convener or Vice Convener may be elected for further terms of office.

4.2 In addition to chairing Council meetings consistent with the terms of this Scheme, the key role of the Convener (or the Vice Convener as his/her deputy) is to provide effective leadership of the Council. The Convener also has the following powers and functions:

- ❖ In conjunction with the Chief Executive:
  - To authorise action on urgent matters falling under the authority of the Council. Any such action will be recorded by the Chief Executive and reported to the next Council meeting.
- ❖ To oversee the actions of the Chief Executive and review his/her performance and professional development accordingly.
- ❖ To facilitate, in conjunction with the Chief Executive, good relations between GTC Scotland and its stakeholders.

4.3 The Council may also delegate from time to time such further powers and functions to the Convener (or the Vice Convener as his/her deputy) as it sees fit.

4.4 A Convener or Vice Convener may resign from that position at any time by written notice.

4.5 The Council may remove a Convener or Vice Convener from office by resolution passed by a two-thirds majority of members present and voting at a Council meeting, provided that notice of the proposal has been circulated with the relevant agenda in accordance with paragraph 5.4 below.

### 5 Council Meetings

#### 5.1 Frequency

5.1.1 The Council will ordinarily meet as necessary for the transaction of its business according to a schedule agreed by the Council but a special meeting may also be called at the request of:

- (a) the Convener; or
- (b) not less than one third of the membership of the Council giving notice of such a request to the Chief Executive.

5.1.2 A minimum of 7 days notice will be given of a special meeting following receipt of the request. Within the periods that all local authority schools in Scotland are open, a special meeting will normally be held within 30 working days of receipt of the request.

#### 5.2 Quorum

The quorum for any Council meeting is one third of the membership of Council. Any business transacted before a Council meeting becomes inquorate will not be invalidated by the later lack of

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quorum. If a meeting is found to be inquorate, it will be adjourned by the Convener and reconvened at a later date or time.

### **5.3 Servicing Officer**

A servicing officer will be appointed to the Council who will be responsible for calling meetings, and maintaining records and minutes. The servicing officer will take no part in decision-making processes.

### **5.4 Agenda**

- 5.4.1 Any member wishing to place an item of business on the agenda or propose a motion at an ordinary Council meeting will notify the Chief Executive in writing no fewer than 14 days before the meeting. The Convener will determine whether the matter is competent to be considered. The Convener may arrange for the matter to be included in the agenda or refer it to an appropriate committee or sub-committee.
- 5.4.2 Any member wishing to place an item of business on the agenda or propose a motion at a special Council meeting will notify the Chief Executive in writing no fewer than 4 days before the meeting. The Convener will determine whether the matter is competent to be considered by Council. The Convener may arrange for the matter to be included in the agenda or refer it to an appropriate committee or sub-committee.
- 5.4.3 The Convener and Chief Executive will prepare the agenda for each meeting. No business other than that which has been included in the agenda, or which has been intimated to the Chief Executive in the terms set out above, will be discussed at a Council meeting, with the exception of business that the Convener considers urgent. Any such business should be referred by a member to the Chief Executive as soon as possible prior to the meeting for the Convener to determine whether it is urgent and should be added to the agenda accordingly.
- 5.4.4 Where an item of business or motion proposed by a member has been disposed of in the period of 6 months before the date of a meeting, it will not be competent for the same or substantially the same item or motion to be included on a meeting agenda.
- 5.4.5 The agenda and supporting papers for an ordinary Council meeting will normally be sent to members no fewer than 7 days before the meeting. The agenda and supporting papers for a special Council meeting will normally be sent to members no fewer than 2 days before the meeting.

### **5.5 Attendance of the public and others**

- 5.5.1 Members of the public may attend Council meetings but should any confidential or sensitive matters form part of the business to be transacted, the Convener may require members of the public to withdraw from the meeting so that those matters may be dealt with in private. The recording or photographing of Council meetings is strictly subject to permission being sought from the Convener.
- 5.5.2 The Convener may invite any person to attend the whole or part of a Council meeting to provide the Council with advice.

### **5.6 Exclusion from meetings**

Any member of Council may propose a motion that any person (including another member) be excluded from the whole or any part of a meeting. If that motion is seconded, the Council may decide (in accordance with section 5.9 of this Scheme) to so exclude that person where it considers that the person:

- ❖ has disregarded the authority of the Convener;
- ❖ has acted offensively; or
- ❖ has disrupted (or is likely to disrupt) the meeting.

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## **5.7 Absence of Convener and Vice Convener**

Where the Convener and Vice Convener are both unable to chair all or any part of a Council meeting for any reason, the Chief Executive will chair the meeting to the extent necessary to allow Council members to nominate an alternate chair as they see fit.

## **5.8 Conduct of discussion and debate**

- 5.8.1 Any member wishing to speak at a Council meeting will indicate as such to the Convener and wait to be called by the Convener. All contributions will be directed to the Convener and will relate to the motion or item of business open to discussion. A member will give way to the Convener on request.
- 5.8.2 The procedures set out in Schedule 1 will apply as appropriate to a motion raised at a meeting and the conduct of any debate.
- 5.8.3 A member may move a vote of no confidence in the Convener at a meeting. If this motion is seconded, the Convener will withdraw from the chair while it is discussed and the Vice Convener will take the chair for the time being with the voting rights of the Convener. If the motion is rejected, the Convener will resume the chair. If the motion is carried, the Vice Convener will remain in the chair for the remainder of the meeting.

## **5.9 Decision-making**

- 5.9.1 The intention is to reach agreement by consensus on any motion or matter put forward for decision at a Council meeting. The Convener will ask the Council to confirm a consensus decision orally. If there is not a general consensus, any member may call for a vote on the matter. Voting will be by a show of hands, by any technological equipment that may be provided for this purpose or by such means as the Convener considers appropriate in the circumstances.
- 5.9.2 Unless this Scheme provides otherwise, a simple majority of those members voting will be sufficient to carry a decision. In the event of an equality of votes, the Convener will have a casting vote. A member may dissent from a decision after a vote has taken place and this will be minuted appropriately.

## **5.10 Declaration of interests**

Where a member has registered or declared an interest in a matter under discussion or debate at a Council meeting in accordance with the Code of Conduct and Membership Scheme, due consideration will be given to whether it is appropriate for him/her to withdraw from the discussion, debate or vote concerned.

## **5.11 Adjournment**

- 5.11.1 Any member of Council may propose a motion to adjourn a meeting and have it reconvened at a later date or time. If that motion is seconded, the Council may decide (in accordance with section 5.9 of this Scheme) to adjourn and reconvene the meeting in the terms proposed.
- 5.11.2 The Convener may decide that any item of business or motion should be moved forward or continued to a Council meeting scheduled for a later date or time where he/she sees fit.

## **5.12 Convener's authority**

The decision of the Convener on any matter of dispute, point of order or question of procedure at a Council meeting will be conclusive for all purposes.

## **5.13 Minutes**

Minutes of Council meetings will be taken and retained by the servicing officer. Minutes will be approved by the Convener and then laid before the next Council meeting. No discussion will take place upon the minutes except upon their accuracy. If no matter relating to the accuracy of the minutes is raised, the Convener will declare the minutes approved.

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## **6 Committees and Sub-Committees**

### **6.1 Structure, functions and responsibilities**

- 6.1.1 A table setting out the committees (including those designated as panels) and sub-committees established by the Council, the functions that they are to carry out and the responsibilities delegated to them is set out in Schedule 2.
- 6.1.2 Committees (including those designated as panels) and sub-committees may be delegated further responsibilities or be required to carry out further functions in such terms as may be referred to them by the Council or Convener from time to time.
- 6.1.3 The Council may establish temporary or ad hoc committees, or sub-committees from time to time in such terms as it may determine. Committees (except those designated as panels) and sub-committees may similarly establish temporary or ad hoc sub-groups or working groups from time to time in such terms as they may determine.

### **6.2 Membership and conveners**

- 6.2.1 The Appointments Committee will appoint independent persons to serve on Fitness to Teach and Registration Panels or these appointments will be made through such other process approved by the Council from time to time. The Appointments Committee will be appointed in accordance with the Appointments Scheme.
- 6.2.2 The Council will determine the membership of those committees (excepting the Fitness to Teach and Registration Panels) and sub-committees entirely as it sees fit. For the avoidance of doubt, the Council may determine that such committees and sub-committees are to include such number of co-opted, elected, nominated and appointed members as it considers appropriate. Subject to the provisions below and Council deciding otherwise, such members will hold office until the date on which the next programme of election, appointment and nomination of Council members takes effect.
- 6.2.3 With the exception of the Appointments Committee and panels, as a result of their position of office and where the Council considers it appropriate, the Convener of the Council and Vice Convener of the Council will be members of the committees and sub-committees established by the Council.
- 6.2.4 With the exception of the Appointments Committee, the Investigating Panel and the Adjudicating Panels, the Council will (where it considers it appropriate so to do), elect (in accordance with this Scheme) members to act as conveners of its committees and sub-committees. Subject to the provisions below and Council deciding otherwise, such conveners will hold office until the date on which the next programme of election, appointment and nomination of Council members takes effect. For the avoidance of doubt, any such convener may be elected for further terms of office.
- 6.2.5 A member may resign from a committee or sub-committee or any position as convener or vice convener held at any time by written notice.
- 6.2.6 With the exception of the Appointments Committee, the Fitness to Teach Panel and the Registration Panel may remove a committee or sub-committee convener or vice convener from that office by resolution passed by a two-thirds majority of members present and voting at a Council meeting, provided that notice of the proposal has been circulated with the relevant agenda.

### **6.3 Servicing officer**

A servicing officer will be appointed for each committee and sub-committee who will be responsible for calling meetings, maintaining records and minutes as well as ensuring compliance with this Scheme and any other applicable GTC Scotland rules, policy or guidance. A servicing officer will take no part in decision-making processes.



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## 6.4 Quorum

With the exception of the Appointments Committee and panels, the quorum applicable to a committee or sub-committee is one third of its membership. The Appointment Committee's quorum and any quorum applicable to a panel is set out in Schedule 2 to this Scheme.

## 6.5 Meetings

Committees and sub-committees will meet as necessary for the transaction of their business. Unless otherwise provided in the Rules, committees and sub-committees will meet in private. Meetings will be chaired by the relevant convener or, in his/her absence, such member of the committee or sub-committee as it may choose.

Committees and sub-committees (but not panels) may elect a vice convener to act in the absence of the convener should they so wish. Any such election will be conducted in accordance with the provisions set out in section 7 of this Scheme.

The servicing officer will prepare an agenda for each meeting in consultation with the convener (or his/her alternate).

Contributions to meetings will be directed to the convener and members will give way to him/her on request.

Subject to the terms of this Scheme and any other applicable GTC Scotland rules, policy or guidance, meetings will otherwise be conducted as the relevant committee or sub-committee sees fit.

## 6.6 Decision-making

The intention at any committee or sub-committee meeting or hearing is to make decisions by consensus. If there is not a general consensus, any member may call for a vote on the matter.

Each member of a committee or sub-committee will have voting rights.

Voting will be by a show of hands or by such means as the convener considers appropriate in the circumstances.

Unless otherwise provided in the Rules, a simple majority of those members present and voting at the meeting or hearing will be sufficient to carry a decision. Where members are asked to make a decision outside of a meeting, and unless otherwise provided in the Rules, a simple majority of those members voting (by such means as may be provided for this purpose) will be sufficient to carry a decision. In the event of an equality of votes, and unless otherwise provided in the Rules, the convener will have a casting vote.

## 6.7 Minutes

Minutes of committee (excepting Panel), sub-committee and temporary or ad hoc sub-group or working group meetings will be taken and retained by the servicing officer. The decisions made by Adjudicating Panels and the Investigating Panel will be recorded appropriately and in accordance with the Rules.

Minutes will be provided to the relevant convener for approval and to confirm accuracy.

With the exception of the Appointments Committee, minutes of committees and sub-committees (but not panels) will also be laid before the next Council meeting for information.

Minutes of temporary or ad hoc sub-groups or working groups will be laid before the next originating committee or sub-committee meeting for information.

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## **7 Election of Conveners**

- 7.1 The election of any convener or vice convener will be conducted by the relevant servicing officer in accordance with the provisions set out below.
- 7.2 To become a candidate for election, a member must be supported by two other members (who must not also support another candidate in that same election).
- 7.3 If only one member is nominated for any position, Council will be invited to affirm his/her election. Otherwise, an election will be held and a ballot prepared. Each member present will be entitled to cast a vote or, where the election takes place outside of a meeting, each member will be entitled to cast a vote by such means as may be provided for this purpose. The voting system will be first past the post. In the event of a tie, the election will be decided between the tied candidates by the drawing of lots conducted by the Convener (where he/she has been elected) or Chief Executive.

## **8 The Chief Executive**

### **8.1 Role and responsibilities**

- 8.1.1 The Chief Executive is delegated responsibility for overseeing and monitoring GTC Scotland employees as well as implementing the rules, policies and guidance determined by the Council or by its committees or sub-committees and, unless specifically delegated elsewhere, is also responsible for any decisions required under such rules, policies or guidance .
- 8.1.2 The Chief Executive is to seek to ensure that GTC Scotland acts at all times within the terms of the Order and the law.
- 8.1.3 In conjunction with the Convener, the Chief Executive will be responsible for presenting the views of the Council to members of the teaching profession, members of the public and other public bodies.
- 8.1.4 The Chief Executive is to carry out such further functions and be delegated such further responsibilities as may be specified by Council in his/her contract of employment or conditions of service.
- 8.1.5 In addition, the Council, its committees, sub-committees and any convener may delegate responsibilities or tasks allocated to it or them to the Chief Executive and/or GTC Scotland employees as is seen fit. The Council may also act on behalf of a committee, sub-committee or convener in order to effect such a delegation directly should it see fit.

### **8.2 Appointment**

- 8.2.1 The appointment of a Chief Executive will be effected by the Council in accordance with the procedure determined by the Council from time to time.

## **9 Document Signing and Authorisation of Payments**

- 9.1 Any document issued on behalf of the Council or GTC Scotland may be signed by the Chief Executive or by another GTC Scotland employee duly authorised by the Chief Executive to do so or when acting in the course of their duties.
- 9.2 Payments drawn by whatever means on the Council's accounts will be authorised by the Chief Executive or Director of Business and Finance in the case of amounts below a threshold determined by the Finance and General Purposes Committee. Payments drawn by whatever means on the Council's accounts in the case of amounts above that threshold will be authorised in accordance with arrangements approved by the Finance and General Purposes Committee.

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## **10 Amendment, Revocation and Suspension of this Scheme**

- 10.1 The Council may amend or revoke any provision set out in this Scheme by resolution passed by a two-thirds majority of members present and voting at a Council meeting, provided that notice of the proposal has been circulated with the relevant agenda.
- 10.2 The Council may suspend any provision of this Scheme by resolution passed by a majority of members present and voting at a Council meeting.



## Schedule 1 Motions and Debate

- 1 The following will be competent:
  - (a) *To make a textual amendment to the motion.* Any such proposal will be intimated at the beginning of the debate on a motion. Each textual amendment will be moved and seconded and debate may take place. Any amendment which is not seconded will not be recorded in the minutes of the meeting. The mover of the amendment will have the right to reply to the discussion and the mover of the motion will have the right to sum up. The vote will then take place. In the event of the amendment being carried, the motion as amended will become the proposal before the meeting and, from that point on, the motion (as amended) will be deemed to have been moved by the mover of the successful amendment. Further amendments may be moved, following the same procedure, and there shall be a final debate on whether to approve the motion, with the mover having the right to sum-up. It shall be incompetent to introduce new matter into any reply or summing-up speech. The order in which amendments to the same motion are to be considered will be determined by the Convener in accordance with the general principle that the proposal making the least radical change to the motion will be considered first. The direct negative will not be a competent amendment.
  - (b) *To remit the question to the .....Committee with or without powers.* The mover will name the committee concerned and say whether the remit is to be with or without powers. A seconder will be required. If there is no seconder, the amendment will not be recorded in the minutes of the meeting. During the subsequent debate, the mover of the motion will be given the opportunity to provide his/her views on the procedural amendment proposed. In the case of a remit with powers, the committee concerned will have the power to take a decision on the matter. In the case of a remit without powers, the committee concerned will make a recommendation to the next Council meeting. If a decision to remit is taken by the Council, there will be no further discussion of the motion. An amendment to remit will be competent at any stage of the debate on the motion, but the Convener will decide when the remit should be considered in relation to other amendments which have been duly intimated. Where a remit is carried before any duly intimated amendment has been disposed of, that amendment will be deemed to be part of the remit.
  - (c) *That the question be now put.* This amendment may only be moved and seconded at the end of a speech and only by members who have not taken part in the debate up to that point. If the amendment is not seconded, it will not be recorded in the minutes of the meeting. The Convener will not refuse to consider such an amendment but has the power to decide when, during a debate, it should be considered. There will be no debate on the proposition. If it is carried, the Convener will proceed immediately to the reply (if appropriate) and the summing-up. The vote on the matter under discussion will then be taken. If the matter under discussion was an amendment to a motion, the debate will then proceed as appropriate.
  - (d) *That the meeting proceed to next business.* This amendment may be moved at any time during a debate on a motion or on amendment to a motion. If it is seconded, it will be put to the meeting without debate. If it is not seconded, it will not be recorded in the minutes of the meeting. If the procedural motion is carried, the debate will conclude and the matter which was the subject of debate will be considered dropped and will not be further discussed at the meeting concerned.
- 2 An amendment may be withdrawn by the mover at any time, but only with the permission of the Council, which will be given or not without debate.

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- 3 The initial speeches of movers of motions and amendments will be limited to ten minutes. All other speeches (including any replies and summing-up) will be limited to five minutes. It will be open to a member to move, when the time limit for a speech has been reached, that the speaker be further heard. If seconded, this motion will be put to the meeting without debate. If carried, an extension of time of five minutes will be granted to the speaker.
  - 4 Except with the permission of the Convener, a member may speak only once in any debate. For this purpose, debates on individual amendments will be deemed to be separate debates.
  - 5 A member may raise a point of order at any time. The point will be presented factually and briefly and there will be no discussion. The Convener's decision on a point of order will be final.



## Schedule 2 Committees and Sub-Committees

In carrying out the functions and delegated responsibilities set out below, **all** committees and sub-committees are required to:

- ensure that GTC Scotland meets its responsibilities to perform its functions in a way which appears to represent best regulatory practice.
- ensure that GTC Scotland acts legally and within its statutory authority.
- have regard to the interests of the public when carrying out their functions.

Committee or Panel	Functions and Delegated Responsibilities	Quorum
<b>Appointments Committee</b>	Delegated responsibility for : <ul style="list-style-type: none"> <li>• those functions set out in the Appointments Scheme;</li> <li>• adjudicating any case referred to it in accordance with the terms of the Code of Conduct and Membership Scheme; and</li> <li>• determining the compensation policy (or similar) for members of Council.</li> </ul>	3, including a registrant and lay person
<b>Programme Accreditation Panel</b>	Delegated responsibility for scrutinising, reviewing and accrediting where it sees fit programmes leading to the award of a GTC Scotland recognised teaching qualification or any GTC Scotland professional standard or award in accordance with any applicable GTC Scotland procedural rules, policy or guidance.	3, including a lay person or non-registrant and majority of registrants
<b>Education Committee</b>	Delegated responsibility to carry out, commission and publish research to inform GTC Scotland and stakeholders with regard to the functions and responsibilities delegated to the Education Committee.  Delegated responsibility to oversee the actions of the Programme Accreditation, Professional Standards, Professional Update Validation and Standard for Headship Professional Interview Panels.  To advise, inform and put forward recommendations or proposals to Council (or its other committees or sub-committees where appropriate) on: <ul style="list-style-type: none"> <li>• all aspects of the establishment, promotion and review of professional standards for registrants (excluding</li> </ul>	

	<p>in respect of conduct and the procedures for dealing with any registrant's alleged lack of professional competence which are both delegated to the Professional Regulatory Assurance Committee);</p> <ul style="list-style-type: none"> <li>• any policy or guidance related to a scheme of probationary service for provisional registrants;</li> <li>• any policy or guidance related to the Standard for Headship professional interview process;</li> <li>• GTC Scotland's Statement of Registration Principles and Practice for applicants who have qualified as teachers outside Scotland;</li> <li>• all aspects of the establishment, promotion and review of a professional recognition award scheme for registrants;</li> <li>• the supply of teachers in Scotland (excluding matters of remuneration or conditions of service);</li> <li>• the education and career long professional learning of teachers;</li> <li>• all aspects of establishing and reviewing a scheme setting out measures to be undertaken for the purposes of allowing GTC Scotland to keep itself informed about the standards of education and career long professional learning of teachers;</li> <li>• all aspects of establishing and reviewing the requirements for entry to courses leading to a GTC Scotland recognised teaching qualification;</li> <li>• all aspects of enhancing and promoting the registration of teachers within the further education sector;</li> <li>• any rules, policy or guidance applicable to a Course Accreditation Panel or the course accreditation process;</li> <li>• the establishment, implementation and review of the Registration and Standards Rules; and</li> <li>• any education related consultation exercise, issue or debate arising and of interest to GTC Scotland.</li> </ul>	
<p><b>Executive Committee</b></p>	<p>Delegated responsibility to:</p> <ul style="list-style-type: none"> <li>• act and make appropriate decisions on behalf of Council (with the exception of the functions of Council to make rules and schemes) between Council meetings;</li> <li>• ensure appropriate and effective Council and committee communications;</li> <li>• ensure and oversee appropriate preparation and planning for Council meetings;</li> <li>• oversee GTC Scotland's performance with reference to its strategic objectives;</li> <li>• secure the effective risk management of GTC Scotland and monitor such arrangements appropriately;</li> <li>• oversee implementation of any Council stakeholder engagement strategy; and</li> <li>• direct strategically the commissioning of research by GTC Scotland to inform it of its functions.</li> </ul> <p>To advise, inform and put forward recommendations or proposals to Council (or its other committees or sub-committees where appropriate) on all aspects of:</p> <ul style="list-style-type: none"> <li>• supporting the Council in shaping and advancing the strategic direction of GTC Scotland;</li> <li>• GTC Scotland's annual report;</li> <li>• establishing and reviewing GTC Scotland's stakeholder engagement strategy;</li> <li>• the governance of the Council including the establishment and review of this Scheme, the Election Scheme,</li> </ul>	

	<p>the Appointments Scheme and Code of Conduct and Membership Scheme together with any related policies; and</p> <ul style="list-style-type: none"> <li>the establishment of such other registers of other individuals working in educational settings as is seen fit.</li> </ul> <p>In addition, the Executive Committee is empowered to delegate any of its functions and responsibilities to such other GTC Scotland committees or sub-committees as it sees fit.</p>	
<p><b>Finance and General Purposes Committee</b></p>	<p>Delegated responsibility to:</p> <ul style="list-style-type: none"> <li>secure the effective budget management as well as internal and financial control of GTC Scotland;</li> <li>manage GTC Scotland's banking, investment and insurance arrangements and policies;</li> <li>oversee the actions of the Audit and Staffing Sub-Committees;</li> <li>ensure that GTC Scotland meets its responsibilities as a good employer which includes overseeing policy matters related to the remuneration and conditions of service of GTC Scotland employees (excluding the Chief Executive) and staff organisation and structure;</li> <li>secure the effective management of GTC Scotland property as well as establish, review and oversee policies related to the procurement by GTC Scotland of goods and services;</li> <li>ensure that GTC Scotland, as a body with charitable status, complies with any applicable charities legislation;</li> <li>oversee implementation of any GTC Scotland information and technology strategy;</li> <li>ensure the maintenance and security of the register;</li> <li>establish, review and oversee the implementation of policies related to GTC Scotland's compliance with data protection, health and safety, equality and diversity and freedom of information legislation as well as with regard to service complaints;</li> <li>oversee implementation of the Election, Appointments and Code of Conduct and Membership Schemes (including the performance review process prescribed by Council as regards Council Members); and</li> <li>commission and publish research when appropriate with regard to the functions and responsibilities delegated to the committee.</li> </ul> <p>To advise, inform and put forward recommendations or proposals to Council (or its other committees or sub-committees where appropriate) on:</p> <ul style="list-style-type: none"> <li>how best to secure effective risk management;</li> <li>GTC Scotland's annual budget and accounts;</li> <li>the remuneration of the Chief Executive;</li> <li>setting registration and any other similar GTC Scotland fees;</li> <li>establishing and reviewing GTC Scotland's information and technology strategy;</li> <li>GTC Scotland's expenses and compensation policy (or similar) for members (excluding the aspect of such policy delegated to the Appointments Committee); and</li> </ul>	



	<ul style="list-style-type: none"> <li>any consultation exercise, report or similar arising that is of relevance to the Committee's other delegated responsibilities.</li> </ul>					
	<table border="1"> <tr> <td><b>Audit Sub-Committee</b></td> <td> <p>To advise and inform on, put forward recommendations or proposals on and advance generally on the Finance and General Purpose Committee's behalf, all aspects of the audit, including internal audit, of GTC Scotland each financial year.</p> <p>To advise on and consider such further matters as the Finance and General Purposes Committee may refer to it related to GTC Scotland's accounts, risk, accounting policies, internal audit, internal control systems or similar.</p> </td> </tr> <tr> <td><b>Staffing Sub-Committee</b></td> <td> <p>To advise and inform on, put forward recommendations or proposals on and advance generally on the Finance and General Purpose Committee's behalf, such GTC Scotland staffing matters as may be referred to it.</p> </td> </tr> </table>	<b>Audit Sub-Committee</b>	<p>To advise and inform on, put forward recommendations or proposals on and advance generally on the Finance and General Purpose Committee's behalf, all aspects of the audit, including internal audit, of GTC Scotland each financial year.</p> <p>To advise on and consider such further matters as the Finance and General Purposes Committee may refer to it related to GTC Scotland's accounts, risk, accounting policies, internal audit, internal control systems or similar.</p>	<b>Staffing Sub-Committee</b>	<p>To advise and inform on, put forward recommendations or proposals on and advance generally on the Finance and General Purpose Committee's behalf, such GTC Scotland staffing matters as may be referred to it.</p>	
<b>Audit Sub-Committee</b>	<p>To advise and inform on, put forward recommendations or proposals on and advance generally on the Finance and General Purpose Committee's behalf, all aspects of the audit, including internal audit, of GTC Scotland each financial year.</p> <p>To advise on and consider such further matters as the Finance and General Purposes Committee may refer to it related to GTC Scotland's accounts, risk, accounting policies, internal audit, internal control systems or similar.</p>					
<b>Staffing Sub-Committee</b>	<p>To advise and inform on, put forward recommendations or proposals on and advance generally on the Finance and General Purpose Committee's behalf, such GTC Scotland staffing matters as may be referred to it.</p>					
<b>Fitness to Teach Panel</b>	<p>Delegated responsibility to adjudicate fitness to teach referrals made about registrants or those seeking registration in accordance with the terms of the Fitness to Teach Rules. For the avoidance of doubt, Fitness to Teach Panel Conveners are delegated responsibility to carry out those functions attributed to them by the Fitness to Teach and Appeals Rules and to sub-delegate such functions in accordance with paragraph 8.1.5 of this Scheme.</p>	3, including a lay person and majority of registrants				
<b>Professional Regulatory Assurance Committee</b>	<p>Delegated responsibility to:</p> <ul style="list-style-type: none"> <li>consider the decisions of Fitness to Teach and Registration Panels to identify any trends, themes or issues;</li> <li>consider the decisions of officers to take no further action in fitness to teach cases to identify any trends, themes or issues;</li> <li>establish and review practice statements, policy and guidance to support the implementation of the Fitness to Teach Rules and Registration and Standards Rules; and</li> <li>oversee implementation of the performance review process prescribed by Council in respect of members of Fitness to Teach and Registration Panels;</li> <li>keep itself informed of any appeal or judicial review proceedings related to the Fitness to Teach and Registration Panels and take such action as is seen fit (within the scope of the Committee's other delegated responsibilities) as a result of the outcomes of those proceedings; and</li> <li>commission and publish research when appropriate with regard to the functions and responsibilities delegated to the committee.</li> </ul> <p>To advise, inform and put forward recommendations or proposals to Council (or its other committees or sub-committees where appropriate) on:</p>					

	<ul style="list-style-type: none"> <li>the establishment, promotion and review of the standard of conduct expected of a registrant;</li> <li>the establishment, implementation and review of the Fitness to Teach Rules;</li> <li>the establishment, implementation and review of a Framework on Teacher Competence; and</li> <li>any report, consultation exercise, issue or debate arising relating to professional regulation in teaching and comparable professions.</li> </ul>	
<b>Professional Learning Excellence Awards Panel</b>	Delegated responsibility to issue GTC Scotland Professional Learning Excellence Awards in accordance with the GTC Scotland Professional Learning Framework (and any related guidance or policy).	3, including a Council or Education Committee member and registrant
<b>Professional Standards Panel</b>	Delegated responsibility to adjudicate any case referred to it in terms of the Registration and Standards Rules relating to the matter of professional standards.	3, including a lay person and majority of registrants
<b>Professional Update Validation Panel</b>	Delegated responsibility to validate employer Professional Review and Development systems or schemes in the context of GTC Scotland's Professional Update framework.	3, including a Council or Education Committee member
<b>Registration Panel</b>	Delegated responsibility to adjudicate any case referred to it in terms of the Registration and Standards Rules relating to the matter of registration.	3, including a lay person and majority of registrants

*GTC Scotland aims to promote equality and diversity in all its activities*

## GTC Scotland

Clerwood House, 96 Clermiston Road,  
Edinburgh EH12 6UT  
Tel: 0131 314 6000 Fax: 0131 314 6001  
E-mail: [gtcs@gtcs.org.uk](mailto:gtcs@gtcs.org.uk)  
Website: [www.gtcs.org.uk](http://www.gtcs.org.uk)



INVESTORS IN PEOPLE  
Scotland

## Direct weblinks

Continuing Professional Development:  
[www.gtcs.org.uk/cpd](http://www.gtcs.org.uk/cpd)

Professional Learning and  
Development Department:  
[www.gtcs.org.uk/pld](http://www.gtcs.org.uk/pld)

Probationer Teachers:  
[www.probationerteacher  
scotland.org.uk](http://www.probationerteacher<br/>scotland.org.uk)

Registration Services:  
[www.gtcs.org.uk/registration-services](http://www.gtcs.org.uk/registration-services)

Professional Recognition:  
[www.gtcs.org.uk/professional-recognition](http://www.gtcs.org.uk/professional-recognition)

Fitness to Teach:  
[www.gtcs.org.uk/ftt](http://www.gtcs.org.uk/ftt)

Professional Update for Teachers:  
[www.gtcs.org.uk/professional-update](http://www.gtcs.org.uk/professional-update)

Research:  
[www.gtcs.org.uk/research](http://www.gtcs.org.uk/research)

Teaching Scotland:  
[www.teachingscotland.org.uk](http://www.teachingscotland.org.uk)

Code: GTCS.....