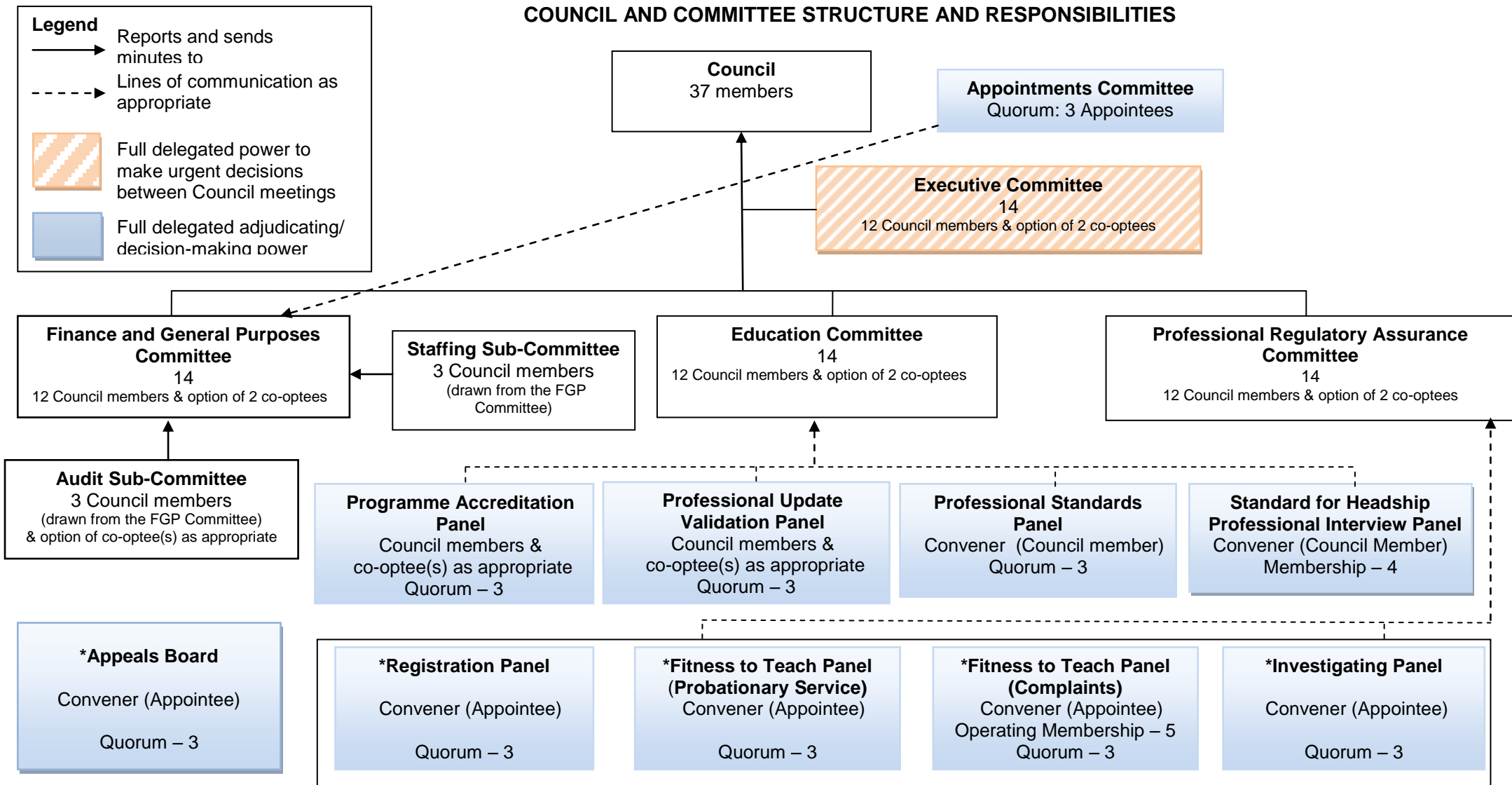


## COUNCIL AND COMMITTEE STRUCTURE AND RESPONSIBILITIES



**Membership:**

- Council members are not entitled to serve as conveners or members of the Appeals Board or the above panels marked with an asterisk. The membership of the Appeals Board and these panels is drawn from separate pools of appointees.

Notes:

- The membership of the committees and sub-committees (except the Audit Sub-Committee) comprise a teacher majority. However a teacher majority is not required at meetings of the committees or sub-committees. A registered teacher majority is required at Appeals Board and panel hearings/meetings (except the Programme Accreditation, Professional Update Validation, and Standard for Headship Professional Interview Panels).
- The Executive Committee of 14 (with a majority of teacher members) comprises 12 Council members (including the Convener and Vice Convener of Council, and the Education, Professional Regulatory Assurance, and Finance and General Purposes Committee Conveners) and an optional 2 external co-optees.
- Committees advise, inform and put forward recommendations to Council or to other committees as appropriate.

## EXTRACT FROM THE GTC SCOTLAND STANDING ORDER AND COMMITTEE SCHEME



## 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>Appeals Board</b>	Delegated responsibility for adjudicating (in accordance with the Fitness to Teach and Appeals Rules) applications made to it appealing GTC Scotland decisions.	3, including a lay person and majority of registrants
<b>Appointments Committee</b>	Delegated responsibility for : <ul style="list-style-type: none"> <li>• those functions set out in the Appointments Scheme; and</li> <li>• adjudicating any case referred to it in accordance with the terms of the Code of Conduct and Membership Scheme.</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 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 Course 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 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);</li> <li>• any/...</li> </ul>	

	<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>	
<b>Executive Committee</b>	<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 that arrangements are in place that secure the effective risk management of GTC Scotland and monitor such arrangements appropriately;</li> <li>• oversee implementation of any Council communication 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>• shaping the strategic direction of GTC Scotland and the Council;</li> <li>• GTC Scotland's annual report;</li> <li>• establishing and reviewing GTC Scotland's communication strategy;</li> <li>• the governance of the Council including the establishment and review of this Scheme, the Election Scheme, the Appointments Scheme and Code of Conduct and Membership Scheme together with any related policies; and</li> <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>	

<b>Finance and General Purposes Committee</b>	<p>Delegated responsibility to:</p> <ul style="list-style-type: none"> <li>• secure the effective risk and 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>• 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; and</li> <li>• any consultation exercise, report or similar arising that is of relevance to the Committee’s other delegated responsibilities.</li> </ul>	
	<p><b>Audit Sub-Committee</b></p> <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>	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.	
<b>Fitness to Teach Panel</b>	Delegated responsibility to adjudicate probationary service or complaints made against registrants or those seeking registration in accordance with the terms of the Fitness to Teach and Appeals 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.		3, including a lay person and majority of registrants
<b>Investigating Panel</b>	Delegated responsibility to investigate and determine complaints made against registrants or those seeking registration in accordance with the terms of the Fitness to Teach and Appeals Rules. For the avoidance of doubt, Investigating Panel Conveners are delegated responsibility to carry out the 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.		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 Investigating Panels to take no further action or to issue reprimand with consent orders in fitness to teach complaint cases to identify any trends, themes or issues;</li> <li>• consider the decisions of Investigating Panel Conveners or officers to take no further action in fitness to teach complaint 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 and Appeals 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, Investigating 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 and Appeals 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 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
<b>Standard for Headship Professional Interview Panel</b>	Delegated responsibility to conduct professional interviews related to the award of GTC Scotland's professional standard for headship.	4. including a Convener appointed by GTC Scotland