# TERMS OF REFERENCE – Pastoral Development and Implementation Group

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SECTION 1 - INTRODUCTION

## PURPOSE

The role of the Pastoral Development and Implementation Group (Pastoral DIG) is to develop and oversee the pastoral function of the DClinPsy programme; which is to attend to the well-being of trainees and others involved in the programme, including staff, Lancaster University Public Involvement Network (LUPIN) members and other stakeholders. We recognise that clinical psychology training places great demands on all those involved in it and it is important that the programme provides a supportive and compassionate environment that not only enables those individuals to meet the demands placed upon them, but allows them to flourish. We also recognise the importance of the shared life of the programme, and of the need to develop structures and practices which facilitate a supportive and collegial environment.

## FUNCTIONS

The specific functions of the Pastoral DIG are:

* To take an overview of the pastoral dimension of all the programme’s activities, to identify areas where attention is needed and to respond to particular pastoral issues as they arise. This includes issues related to teaching, placements, assignments, service user involvement, supervisory processes, fitness to practise processes, workload/work-life balance, and the physical and social environment;
* To review existing structures and processes that relate specifically to the pastoral role of the programme such as the system of trainee support plans, the tutor pair system, training progress reviews, the Personal Development and Reflection strand, and the mentoring scheme;
* Where necessary, to develop, or support the development of, new structures and processes that will enable the programme to fulfil its pastoral role more effectively.

# SECTION 2 - PROCEDURE

## ACCOUNTABILITY

The Pastoral DIG is accountable to the Organisational Management Group (OMG) of the DClinPsy.

## MEMBERSHIP

* Four members of the DClinPsy programme staff (including at least one each of the administrative team, clinical team and research team).
* Three trainees, one from each cohort
* Two LUPIN members

The membership of the core group will be reviewed each year. The group may also co-opt additional members.

## CHAIR

The Pastoral DIG will be chaired by members of the programme team who are appointed by the programme directors. This will be reviewed on an ad hoc basis according the programme directors workload management for team members. The meeting can be co-chaired which will be decided on by the Programme directors. The role of the Chair is to lead the group and regularly review the work of the group to ensure that it is working within its terms of reference. The Chair will produce an agenda for each meeting and ensure that agendas, the action review table, and relevant documents are circulated to members prior to each meeting.

## OPERATING PROCEDURES

### 4.1 Quorum

The Chair, Co-Chair, or Deputy Chair and two other members need to be present for the Pastoral DIG to be considered as quorate.

### 4.2 Meetings

The Pastoral DIG will meet at least three times a year. Meetings will normally last between one and a half and two hours. Frequency of meetings will be reviewed each year.

Where practicable, the agenda together with the action review table from the previous meeting and any related documents will be forwarded to members in sufficient time to enable consideration prior to meetings.

The action review table will be updated after each meeting of the Pastoral DIG.

### 4.3 Evaluation and Review

These terms of reference will be initially reviewed annually and amended as appropriate.

# SECTION 3 - GOVERNANCE

## REPORTING

The Pastoral DIG reports to the OMG. Policy proposals developed by the Pastoral DIG will be submitted to the OMG for consideration and approval. The Chair will attend meetings of the OMG.

## VERSION CONTROL AND CHANGE HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Approval Date** | **Approved by** | **Amendment** |
| 1 | August 2013 | Senior Management Group |  |
| 2 | August 2014 |  | * Change from references to ‘Senior Management Group’ to ‘Policy Group Forum’ * Change in membership from one to three trainees |
| 3 | August 2015 |  | * Change in membership from four to five members of course staff * Change in membership from one to two LUPIN members |
| 4 | June 2017 |  | * Change in frequency of meetings from 4 to 3 per year * Change in membership to include one or more recently qualified ex-trainees. * Change in membership to include 2 trainees per cohort. |
| 5 | October 2017 |  | * Remove statement that the chair will be appointed for 2 years. * Substitute all references to ‘minutes’ with ‘action review table’ |
| 6 | February 2018 |  | * Substitute all references to ‘Pastoral Policy Group’ with ‘Pastoral Development and Implementation Group.’ * Substitute all references to ‘Policy Group Forum’ with ‘Organisational Management Group.’ |
| 7 | July 2018 |  | * Change staff membership numbers from five to four. |
| 8 | July 2023 |  | * Remove mention of reference group as this no longer operates. * Change decision-making process of appointing chair to reflect this decision is made by the directors. * Change usual meeting length from 2 hours to 1.5-2 hours |