**TERMS OF REFERENCE – DClinPsy Directors’ Committee**

**SECTION 1 - INTRODUCTION**

**PURPOSE**

The primary role of this Committee is to organise the day to day running of the DClinPsy Programme. In addition the Committee advises the Programme Director on the development and implementation of strategy for the programme.

The purpose of this document is to set out the detailed terms of reference, composition and operating arrangements of the Committee.

**GOVERNING BODY**

The Programme Director (and, through her/him, this Committee) is accountable to the Head of the Division of Health Research (and, through her/him, to the Dean of the Faculty of Health and Medicine) for the running of the DClinPsy Programme. The Committee manages the Programme to ensure that it is operating according to the specifications set out in the Contract between the Health Education England and Lancaster University. In doing so, it is important that it considers the views of all key partners in training. The Programme Director and the Committee are therefore guided by a DClinPsy Programme Board which has an overview of the Programme. This Group, which represents the full range of stakeholders, provides relevant advice and guidance on developing the Programme (see Terms of Reference for the Programme Board). To enable the Programme Board to be as effective as possible the Directors will report significant plans and actions taken to the DClinPsy Programme Board and respond to advice that it provides.

**SECTION 2 - PROCEDURE**

1. **AIMS**

The aims of the Directors’ Committee are to:

* Ensure that the Programme is operating in accordance with the specifications set out in the Contract between the Health Education England and Lancaster University and, as part of that, in accordance with the requirements of the relevant external bodies (in particular, the Health and Care Professions Council and the British Psychological Society).
* Consider the wider context to ensure that the Programme continues to meet standards set by the Health and Care Professions Council, the British Psychological Society, and other quality assurance agencies that may change over time.
* Consider and advise the Programme Director on the management of changes that become necessary to fit other evolving demands and requirements including those of the NHS purchaser and the University.
* Inform the Programme Director’s management of the programme budget within the terms of the DHR delegation of authority and/or other relevant University/Faculty/Division policy.
* Ensure that there are effective systems in place for the recruitment, mentoring and appraisal of all Programme staff.
* Consider and advise the Programme Director on issues relating to the integration of the Programme within DHR and within the wider context of the University.

1. **COMPOSITION**
   1. **Membership**

The Directors of the Doctorate in Clinical Psychology Programme

The Programme Administrator

* 1. **Chair**

The chair will be the Programme Director.

**2.3 Duties**

The role of the chair is to lead the group and regularly review the work of the group to ensure that it is working towards its stated aims. The chair will be assisted in the role by the committee administrator (typically the Programme Administrator) or nominated deputy.

* 1. **Term of Office**

All members of the Directors’ Committee are ex-officio and will maintain membership of the committee for the length of tenure of their other office.

1. **OPERATING PROCEDURES**
   1. **Quorum**

A minimum of three members of the committee need to be present for it to be quorate (members are Clinical Director, Programme Director, Research Director and Programme Administrator).

* 1. **Meetings**

The Directors’ Committee will meet on a weekly basis focussing primarily on the day to day running of the Programme. There will also be at least four meetings per year (quarterly) at which a full review on progress with Strategy and its implementation will be undertaken. This will focus on preparing reports for the Programme Board and accreditation issues. The Head of Division and the Faculty Finance partner will be invited to the quarterly meetings. The frequency of meetings will be reviewed each year.

Where practicable, the agenda together with reports and documents relating to the Directors’ Committee will be forwarded to members in sufficient time to enable their consideration prior to meetings.

Programme staff will be invited to suggest items for the agenda.

Accurate minutes will be kept of each meeting of the committee. The minutes of a meeting shall be submitted to members for ratification at the next meeting of the Directors’ Committee.

Minutes from the quarterly meetings will be made available to all programme staff. However matters that should remain confidential (in particular any items relating to individual, identifiable, members of staff) will be recorded in reserved minutes.

* 1. **Reports**

Reports submitted to the committee for consideration at the next meeting should be received by the programme administrator, or deputy, five working days prior to the meeting.

* 1. **Evaluation and Review**

These terms of reference, including the purpose, membership and procedures of the Directors’ Committee, will be reviewed annually, in the July Directors’ Committee meeting (one of the quarterly reviews).

**3.5 Avoidance of Conflicts of interest**

In accordance with University policy staff must avoid conflicts of interest (i.e. situations in which a person, or those close to them, is (or is perceived to be) in a position to derive benefit from actions or decisions being made). Therefore anyone involved in making decisions on behalf of the University is required to recognise and disclose activities that might give rise to conflicts of interest, and those accountable for decisions/actions must ensure that such conflicts are properly managed or avoided.

In this Committee the Programme Director is responsible for managing conflicts of interest arising in relation to the work of the Committee. Where the conflict relates to the Programme Director, or where (s)he is unclear on the most appropriate way of managing the conflict, (s)he will refer the issue to the Head of Division (who may in turn seek the advice of the Faculty Dean).

Typical examples of how such conflicts might be managed range from simply recording the declaration, through asking the individual not to take part in the relevant discussions and decisions to asking the individual to absent themselves completely from the relevant part of the meeting.