

Terms of Reference: **Appointments Committee (Statutory Panellists Assurance Committee) ('SPC')**

**Key purpose**

**Ap1.** To **provide assurance** to the Council by carrying out the following functions on its behalf:

1. Scrutinising the process for the **appointment** of Statutory Committee members<sup>1</sup> and of the legal, medical and professional advisers to the Statutory Committees. This will include the processes used for recruitment and selection.
2. Scrutinising the process for the **oversight of performance** of Statutory Committee members and providing advice on the oversight of performance of the legal, medical and professional advisers to the Statutory Committees. This will include their appraisal and discipline processes and the oversight of the delivery of their training.

**Ap2.** To **provide advice** to the Executive in respect of the following areas:

1. The design parameters of an independent tribunal function.
2. The relevant performance metrics of a high performing panel, including behaviours of panel members.
3. Best practice in hearings case management.

**Composition and Quorum**

**Ap3.** The Committee shall be appointed by the Council and shall consist of not more than eight persons (including a Chair) and shall include both registrants and lay persons. Persons appointed to the Committee shall be neither Council Members nor employees of the Council.<sup>2</sup>

**Ap4.** The quorum of the Committee shall be three members.

**Delegated Powers**

**Ap5.** Obtain external legal or other professional advice via the Executive, as necessary and in line with the Terms of Reference of the Committee.

*The Council formally delegates its decision-making powers in relation to the following areas:*

*Appointments*

**Ap6.** To appoint, or re-appoint, persons to serve as members of the Statutory Committees and appoint, or re-appoint, the legal, medical and professional advisers to those members.

**Ap7.** To determine the duration of the term of office of Statutory Committee members on

---

<sup>1</sup> Defined in Section 2 of the General Dental Council (Constitution of Committees) Rules 2009 ('the 2009 Rules') as including both lay and registrant members of the following Committees: the Investigating Committee, the Interim Orders Committee, the Professional Conduct Committee, the Health Committee, the Professional Performance Committee and the Registration Appeals Committee. This definition also includes the Chairs of those Committees.

<sup>2</sup> Section 3(2)-(4) of the 2009 Rules.

their appointment or re-appointment.<sup>3</sup>

**Ap8.** To appoint, from amongst the Statutory Committee members, persons to act as Chairs of the Statutory Committees ('panel Chairs').<sup>4</sup>

#### *Oversight of Performance*

**Ap9.** To scrutinise and approve an appraisal process for Statutory Committee Members and provide assurance to the Council as to its implementation.

**Ap10.** To administer the disciplinary policy and procedure in respect of conduct and performance issues of Statutory Committee members, including in respect of the dismissal of panellists and of the termination of panel chair appointments.<sup>5</sup>

**Ap 11.** To suspend or remove Statutory Committee members from office in line with the appropriate processes.<sup>6</sup>

**Ap12.** To scrutinise and approve a training plan for Statutory Committee members, informed by reports on the quality of Statutory Committee decision-making, and provide assurance as to its implementation.

#### **Functions and Duties**

*In carrying out its functions, the Committee will:*

#### *Appointments*

**Ap13.** Scrutinise and provide assurance to the Council on the process for appointing Statutory Committee Members.

#### *Oversight of Performance*

**Ap14.** Scrutinise and provide assurance to the Council on the process for conducting performance appraisals for Statutory Committee members and their legal, medical and professional advisers.

**Ap15.** Scrutinise and provide assurance to Council in respect of the process for the discipline of Statutory Committee members.

**Ap16.** Monitor and provide assurance to Council on the handling of disciplinary and performance issues in respect legal, medical and professional advisers.

**Ap17.** Provide assurance as to the implementation of training programmes for Statutory Committee members and advice on the oversight of the performance of their legal, medical and professional advisers.

#### *Guidance and Advice*

**Ap18.** At the request of the Executive, the Committee may provide advice in respect of key strategic areas of focus, including:

- best practice in hearings case management,
- the design parameters of an independent tribunal function, and
- the relevant performance metrics of a high performing panel, including behaviours of panel members.

---

<sup>3</sup> Section 4(4) of the 2009 Rules.

<sup>4</sup> Section 5(1) of the 2009 Rules.

<sup>5</sup> Section 5(3) of the 2009 Rules

<sup>6</sup> Sections 6-8 of the 2009 Rules