



## **The Link Centre Committees & Terms of Reference**

## **Operations Steering Group**

### **Purpose**

The purpose of the Operations Steering Group is to oversee the different Link Centre committees. Its role is to provide advice, support, guidance and oversight of the progress of each committee.

### **Scope**

It is responsible for ensuring that each committee is managed to the highest standard including;

- membership of each committee
- oversight of the running of each committee
- scrutiny and ratification of any proposed changes to policy
- responsible for dealing with complaints against TLC trainee members

Each Link Centre committee reports to the Operations Steering Group on a yearly basis. These recommendations are considered before being implemented.

### **Membership**

The current membership is no less than 4 people, one of whom is the Chair of the committee. The committee will include the chairs of all the other committees as well as at least one partner of TLC.

Members are recruited from current and past students. People can also apply directly to join the committee. All applications will be reviewed by TLC Partners.

### **Roles and Responsibilities**

#### *Chair*

To coordinate and oversee the work of the committee to ensure that the terms of reference are adhered to and maintained. To be a reference point for staff and students to discuss any of the work of the committee that may affect them professionally or personally.

To manage the process of committee meetings.

To have the casting vote on any issues that result in a “deadlock situation”.

#### *Secretary*

To ensure that all the administrative functions of the committee including minute taking and follow ups are properly adhered to.

### *Committee Members*

The following duties shall be shared amongst the members of the committee:

- Review and ratify changes to policies and procedures as proposed by the TESC, AMC, EPPC and ISR Committees.
- To review yearly committee reports
- To direct and make recommendations for the future work of the committees
- Management of any matters arising from the Link Centre committees (e.g. committee membership).
- To ensure all Link Centre policies and procedures are in accordance with the Link Centre strategy and requirements of accrediting bodies.
- Management of any complaints pertaining to the overall running of the Link Centre and TLC Trainee Members.

### **Tenure**

Each member of the committee will have a 3 year tenure.

### **Quorum**

The committee will be quorate if 50% of the members are in attendance

### **Conflicts of Interest**

In the event of a conflict-of-interest other partners of the Link centre and/or the external moderator would be asked to intervene as required.

### **Reporting**

The committee reports to TLC Partnership Group. It will aim to provide a yearly report including a summary of activities and actions from previous meetings, as well as recommendations on improvements across TLC.

### **Meeting Arrangements**

The committee will aim to meet bimonthly, with a minimum of 4 meetings per year.

**Release date:** July 2022

**Review date:** July 2024

## **Ethics and Professional Practice Committee**

### **Purpose**

The purpose of the Ethics and Professional Practice Committee is to ensure high ethical and professional standards throughout The Link Centre, and to uphold 'best practice'.

### **Scope**

The committee will endeavour to keep up to date with the latest standards and legal obligations, ensuring that these are clearly communicated to all staff and members throughout the organisation.

The committee is responsible for the following ethical areas:

- Reviewing and promoting TLC Ethics Policy and Code of Conduct
- Reviewing any ethical concerns and issues that arise and managing them appropriately
- Reviewing ethical standards annually and making adjustments based on legislation and feedback (sanctioned by the Operations Steering Group)
- Processing complaints and grievances appropriately and supportively according to policy and procedures
- Developing a tracking and logging complaints system
- Ensuring awareness and implementation of the Conflicts of Interest Policy and Dual Roles and Responsibilities Policy across the organisation
- Ensuring awareness and implementation of the Safeguarding Policy across the organisation, and introduce annual CPD safeguarding training for staff and members
- Acting as the main point of contact for safeguarding concerns
- Logging any safeguarding concerns and any situations where there has been a referral to professional services

The committee is also responsible for ensuring that the following professional practice areas are kept up to date according to the latest guidelines and 'best practice', and communicated effectively across the organisation:

- Working On-line Policy
- Social Media Policy
- Lone Working Statement

## **Membership**

The current membership is no less than 3 people, one of whom is the Chair of the committee.

Members are recruited from current and past students. People can also apply directly to join a committee. All applications will be reviewed by the committee and the Operations Steering Group.

## **Roles and Responsibilities**

### *Chair*

To coordinate and oversee the work of the committee to ensure that the terms of reference are adhered to and maintained. To be a reference point for staff and students to discuss any of the work of the committee that may affect them professionally or personally.

To manage the process of committee meetings.

To produce the yearly report for the Operations Steering Group.

To present changes in policy and procedure for review (and ratification) to the Operations Steering Group.

To have the casting vote on any issues that result in a “deadlock situation”.

### *Secretary*

To ensure that all the administrative functions of the committee including minute taking and follow ups are properly adhered to. To ensure that policies and procedures are regularly updated.

### *Committee Members*

The following duties shall be shared amongst the members of the committee:

- Management and tracking of ethical concerns and complaints
- Providing advice on ethical standards and procedures
- Providing advice on safeguarding practice
- Tracking of any safeguarding concerns
- Review of policies and procedures for which the committee is responsible to ensure they remain sensitive to current good practice

**Tenure**

Each member of the committee will have a 3 year tenure.

**Quorum**

The committee will be quorate if 50% of the members are in attendance

**Conflicts of Interest**

In the event of a conflict-of-interest other partners of the Link centre and/or the external moderator would be asked to intervene as required.

**Reporting**

The committee reports to TLC Operations Steering Group. It will aim to provide a yearly report including a summary of activities and actions from previous meetings, as well as recommendations on improvements to ethical and professional best practice across TLC.

**Meeting Arrangements**

The committee will aim to meet bimonthly, with a minimum of 4 meetings per year.

**Release date:** December 2022

**Review date:** July 2024

## **Training and Educational Standards Committee**

### **Purpose**

The purpose of the Training and Educational Standards Committee is to develop and maintain Standards of Education and Training (SET's) for TLC in accordance with UKCP SET's.

### **Scope**

The committee is responsible for:

- Promoting a culture that values high standards of education, training and practice
- Setting training standards for TLC in accordance with UKCP policies and procedures
- Developing and managing the APL Process for students wishing to join TLC training from other organisations
- Ensuring that training programmes are theoretically formed and practice based
- Ensuring that training courses are related to clinical work in occupational settings
- Ensuring that training programmes operate within an ethical, equal opportunities and diversity framework
- Dealing with training complaints
- Liaising with the External Examiner and External Moderator
- Overseeing the preparation and process for the 5 yearly review of TLC's SET by UKCP

### **Membership**

The current membership is no less than 3 people, one of whom is the Chair of the committee. The committee will also include the Chair of the Accreditation and Membership Committee.

Members are recruited from current and past students. People can also apply directly to join the committee. All applications will be reviewed by the committee and the Operations Steering Group.

## **Roles and Responsibilities**

### *Chair*

To coordinate and oversee the work of the committee to ensure that the terms of reference are adhered to and maintained. To be a reference point for staff and students to discuss any of the work of the committee that may affect them professionally or personally.

To manage the process of committee meetings.

To produce the yearly report for the Operations Steering Group.

To present changes in policy and procedure for review (and ratification) to the Operations Steering Group.

To have the casting vote on any issues that result in a “deadlock situation”.

### *Secretary*

To ensure that all the administrative functions of the committee including minute taking and follow ups are properly adhered to. To ensure that policies and procedures are regularly updated.

### *Committee Members*

The following duties shall be shared amongst the members of the committee:

- Review of changes to TLC’s training provision, to ensure the meeting of UKCP Standards of Education and Training
- Oversight of any APL processes and applications
- Review of changes to TLC’s curriculum, to ensure the meeting of UKCP Standards of Education and Training
- Management of any complaints pertaining to TLC training provision
- Administration of the preparation for the UKCP 5-yearly review

## **Tenure**

Each member of the committee will have a 3 year tenure.

## **Quorum**

The committee will be quorate if 50% of the members are in attendance

## **Conflicts of Interest**

In the event of a conflict-of-interest other partners of the Link centre and/or the external moderator would be asked to intervene as required.



## **Reporting**

The committee reports to TLC Operations Steering Group. It will aim to provide a yearly report including a summary of activities and actions from previous meetings, as well as recommendations on improvements to training and educational standards.

## **Meeting Arrangements**

The committee will aim to meet bimonthly, with a minimum of 4 meetings per year.

**Release date:** December 2022

**Review date:** July 2024

## **Inclusion and Social Responsibility Committee**

### **Purpose**

The purpose of the Inclusion and Social Responsibility Committee is to oversee and monitor TLC's performance in relation to diversity and equality. The committee reports to TLC Operations Steering Group and provides strategic direction and support for promoting and maintaining equality, diversity and inclusion across the organisation.

### **Scope**

The committee is responsible for the following:

- Review and implementation of TLC Diversity and Social Responsibility Policy
- Promoting and encouraging inclusivity through active engagement with staff and members
- Raising awareness of the needs of individuals in TLC community to be treated fairly and ensure equality for all
- Providing access to the committee to any member of TLC community, where they will be listened to, respected and action explored to meet individual needs, alongside the legal obligations of the Equality Act 2010
- Raising awareness of unconscious discrimination, and introduce further annual CPD training for staff and members
- Oversight of all policies and procedures to address any potential areas of systemic or structural discrimination
- Monitoring and reviewing areas of difference within TLC membership population and staff, and making any necessary recommendations based on the membership demographic
- Responsible for ensuring equal opportunities in advertising/marketing/community

### **Membership**

The current membership is no less than 3 people, one of whom is the Chair of the committee.

Members are recruited from current and past students. People can also apply directly to join a committee. All applications will be reviewed by the committee and the Operations Steering Group.

## **Roles and Responsibilities**

### *Chair*

To coordinate and oversee the work of the committee to ensure that the terms of reference are adhered to and maintained. To be a reference point for staff and students to discuss any of the work of the committee that may affect them professionally or personally.

To manage the process of committee meetings.

To produce the yearly report for the Operations Steering Group.

To present changes in policy and procedure for review (and ratification) to the Operations Steering Group.

To have the casting vote on any issues that result in a “deadlock situation”.

### *Secretary*

To ensure that all the administrative functions of the committee including minute taking and follow ups are properly adhered to. To ensure that policies and procedures are regularly updated.

### *Committee Members*

The following duties shall be shared amongst the members of the committee:

- Training and curriculum development: ensuring that the training is sensitive to the needs of all sections of the community
- Grievance procedures, complaints: ensuring that any complaints are managed sensitively and responsively
- Access issues: being a focal point for all issues pertaining to access both to training, bursaries and buildings
- Neurodiversity: ensure that the Link Centre is sensitive to the needs of neurodiverse students and staff and to consider innovative ways of assessing and delivering training

## **Tenure**

Each member of the committee will have a 3 year tenure.

## **Quorum**

The committee will be quorate if 50% of the members are in attendance

## **Conflicts of Interest**

In the event of a conflict-of-interest other partners of the Link centre would be asked to intervene and the external committee member would also have a special role in these circumstances.

## **Reporting**

The committee reports to TLC Operations Steering Group. It will aim to provide a yearly report including a summary of activities and actions from previous meetings, as well as recommendations on improvements across TLC.

## **Meeting Arrangements**

The committee will aim to meet bimonthly, with a minimum of 4 meetings per year.

**Release date:** December 2022

**Review date:** July 2024

## **Accreditation and Membership Committee**

### **Purpose**

The purpose of the Accreditation & Membership Committee is to manage the accreditation process for those students wishing to gain UKCP registration, and to provide structure and support for those wishing to advance to accreditation. The committee also oversees TLC Membership scheme.

### **Scope**

The committee is responsible for the following:

#### Accreditation

- Developing TLC Accreditation and Reaccreditation Policies and Process for registration with UKCP
- Reviewing and monitoring policies and procedures to ensure they are fit for purpose and understood across the Link Centre
- Managing and reviewing an appeals procedure within the accreditation and reaccreditation processes, and subsequently hearing said appeals

#### Policies and Procedures

- Managing and reviewing CPD policy and associated process and procedures
- Reviewing Supervision Policy
- Reviewing and monitoring TLC Suitability/Return to Practice Policy and managing applications
- Reviewing TLC Mental Health Familiarisation process according to UKCP guidelines, and ensuring Mental Health Familiarisation guidelines are met
- Overseeing the UKCP registration assessment process, including; assessor recruitment and training, and assessment marking process
- Collecting and reviewing feedback from the UKCP registration assessment process to further develop the process and training

#### Membership

- Overseeing TLC Membership Scheme, including: membership categories, fees, applications

- Managing student participation and feedback in membership committees

## **Membership**

The current membership is no less than 3 people, one of whom is the Chair of the committee. The committee will also include the Chair of the Training and Educational Standards Committee.

Members are recruited from current and past students. People can also apply directly to join the committee. All applications will be reviewed by the committee and the Operations Steering Group.

## **Roles and Responsibilities**

### *Chair*

To coordinate and oversee the work of the committee to ensure that the terms of reference are adhered to and maintained. To be a reference point for staff and students to discuss any of the work of the committee that may affect them professionally or personally.

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To have the casting vote on any issues that result in a “deadlock situation”.

### *Secretary*

To ensure that all the administrative functions of the committee including minute taking and follow ups are properly adhered to. To ensure that policies and procedures are regularly updated.

### *Committee Members*

The following duties shall be shared amongst the members of the committee:

- Review of changes to TLC CPD, Return to Practice, and MHF Policies
- Oversight of UKCP Registration processes and applications
- Review of changes to TLC Membership Scheme
- Review of Registration Processes in light of feedback

- The chair of the Training and Education Standards Committee will also be required to attend the AMC meetings to ensure that there is necessary consistency and accord between the two committees

### **Tenure**

Each member of the committee will have a 3 year tenure.

### **Quorum**

The committee will be quorate if 50% of the members are in attendance

### **Conflicts of Interest**

In the event of a conflict-of-interest other partners of the Link centre and/or the external moderator would be asked to intervene as required.

### **Reporting**

The committee reports to TLC Operations Steering Group. It will aim to provide a yearly report including a summary of activities and actions from previous meetings, as well as recommendations on improvements across TLC.

### **Meeting Arrangements**

The committee will aim to meet bimonthly, with a minimum of 4 meetings per year.

**Release date:** Dec 22

**Review date:** July 2024