**TERMS OF REFERENCE FOR GTCNI POLICY, REGISTRATION AND REGULATION COMMITTEE (PRRC)**

**MEMBERSHIP**

The members PRRC are:

* Dr Martin Hagan, Fiona Kane, Lisa Magennis, Julian Morgan, Maria Mullally, Maria Thomasson, Gordon White, Mary Lou Winchborne
* Chair of Council (ex-officio)
* Vice Chair of Council (ex-officio)

Professional support for the PRRC is provided by the Senior Management Team and a minute secretary from the Executive Team

The appointment to the offices of Chair and Vice Chair for Committees will be decided by members of said Committee by a majority vote. The term of office of Chair and Vice Chair of Council Committees shall be as determined by the Committee and be for a minimum period of two years.

**REPORTING**

Each meeting of the PRRC shall be reported to the Council and the minutes of such meetings will be circulated to the Council members beforehand (Corporate Governance Framework Standing Orders paragraph 5.1).

**RESPONSIBILITIES**

The PRRC has a key governance and advisory responsibility holding the Executive Team to account for areas within its remit and to provide the necessary assurances on this to the Council.

The PRRC will be responsible for oversight of the professional services aspects of the Council’s operations and its related statutory functions. It will have a specific role in the consideration of matters relating to:

1. The development, implementation and on-going review of the Council’s regulatory processes.
2. The development and maintenance of teacher registration.
3. Initial teacher education and teaching qualifications.
4. The development of professional standards of practice and professional competence.
5. Teachers’ professional development.
6. The advisory role to the Department and sector on policy and teacher professionalism.
7. Development and use of the Council’s information assets within the Committee’s area of remit.
8. Other matters which the Council believes impact on teachers’ professionalism

The Committee has oversight and advisory responsibility on matters relevant to its remit provided these are not matters reserved by the Council under paragraph 31 of Standing Orders. Any Committee decision-making in relation to expenditure is subject to the approval of the Accounting Officer.

Where a concern is raised at Committee about a decision making and the possible absence of Council approval, the Committee Chair and the Council Chair or Vice Chair should discuss and agree whether a referral is necessary.

**RIGHTS**

The PRRC may procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Council in compliance with business case approval and procurement guidance.

In all matters, the PRRC must comply with the guidance set out in the Council’s Corporate Governance Framework agreed by Council 13 June 2016

**MEETINGS**

The PRRC will meet at least three times a year. The Chair of the Committee may convene additional meetings, as they deem necessary.

A minimum of a third of the total membership of the PRRC will be present for the meeting to be deemed quorate.

The PRRC meetings will normally be attended by the Senior Education Officer, the Registrar, and others by invitation of the Chair.

The PRRC may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.

The Council, the Senior Education Officer or the Registrar may ask PRRC to convene further meetings to discuss particular issues on which they want the Committee’s advice.

**EFFECTIVENESS REVIEW**

The Committee shall annually formally review its operational effectiveness and Terms of Reference.

**INFORMATION REQUIREMENTS**

For each meeting the PRRC will be provided with: an agenda, minutes of the previous meeting and papers as appropriate. As and when appropriate, the Committee will also be provided with expert and legal advice.