Document Title	Terms of Reference Programme Governance Group PGG
Document Reference	D3
Version	1.0
Approval by	Quality Oversight Group (QOG)
Approval Date	21.11.2018
Review Date	21.11.2019

Purpose of the Programme Governance Group (PGG)

The purpose of the Programme Governance Group PGG is to fulfil the role and responsibilities delegated to it by the Quality Oversight Group QOG for the oversight, planning, co-ordination, development and quality of the programmes of LWETB. In doing so, it assists the QOG in protecting, maintaining and developing the standards of education and training programmes and learner achievement, and the related activities of LWETB.

Operating Procedures

Meeting Frequency	Minimum of 6 times per year
Quorum	50% of members plus 1 additional member
Agenda	Meeting agenda and supporting documentation must be shared with members at least one week in advance of a scheduled meeting
Decision-making	Decisions are made by consensus or by the exercise of a vote if necessary; the Chair has the deciding vote in the event of a split decision
Meeting Outcomes	Recorded and shared in draft form within 2 weeks of meeting
Meeting Minutes	Minutes are approved at the beginning of subsequent meeting. Confirmed minutes are submitted for noting to the next meeting of the QOG
Conflicts of Interest	To be declared and noted in the minutes of each meeting
Incorporeal Meetings	In some cases, at the discretion of the Chair, an incorporeal meeting may be held where reports can be shared virtually and accepted by members without the need for the Group having to meet

Membership

Refer to	Published Governance Membership – D4 DOCUMENT

Roles and Responsibilities	
Chair	The responsibilities of the Chair of the PGG include: • Work closely with the Secretary to agree meeting agendas • Ensure meetings function efficiently and effectively • Provide adequate time for discussion of agenda items • Ensure that members have been provided with materials in advance of the meeting to support informed decision-making • Ensure that a quorum is present before commencing a PGG meeting • Ensure that decisions are taken in the context of the PGG's remit and that they are recorded
Secretary	The Secretary of the PGG is a full member of the PGG. His/her responsibilities include: • Agree a schedule of meetings with the Chair in consultation with the PGG members and have regard to the business of the PGG and the meeting dates of the sub-groups reporting into the PGG and the meeting dates of the QOG • Convene meetings of the PGG and determine the agenda of the meetings, in consultation with the Chair • Share the agendas for meetings and associated documentation and reports for review by PGG members • Liaise with the secretary of the QOG to manage a smooth flow of information and share copies of confirmed minutes for noting to the next QOG meeting • Prepare draft minutes of meetings and sharing these with members • Ensure that the decisions of the PGG are made known to the appropriate individuals / governance units • Report to the Chair and the PGG members on the implementation of the decisions of the PGG • Ensure that membership terms are managed, and new member induction / briefing provided
Ordinary Members	Normally, up to 6 staff members with relevant experience drawn from across LWETB, as the QOG determines appropriate. One representative from the QOG. One representative from any established programme working group(s)
External Members	The Chair of the PGG may from time to time recommend to the QOG the appointment of external members to the PGG. These will be persons who can bring an external perspective to the working of the group, such as employers or experts in FET or in quality systems. Persons with expertise from other ETBs may also be invited to join the PGG for a defined period

Additional Expertise	From time to time, the PGG may recommend to the QOG that its Secretary source specialist expertise to inform its deliberations if necessary

Terms of Reference:

The QOG of LWETB, has delegated certain governance responsibilities to the PGG, as detailed below. The PGG is accountable to the QOG for carrying out its functions, regardless of whether governance sub-groups or working groups are formed to advance these tasks.

The PGG is responsible for the following:

Operational Matters	
Operating Procedures	Agree its operating procedures in consultation with the Chair and Secretary of the QOG
Reports to	Quality Oversight Group (QOG)
Reported into by	Any established Programme Working Group(s)
Terms of Reference	Participate in the review of its terms of reference and formally make recommendations to the QOG for amendments and additions if required Review the outcomes of reviews of terms of reference by its sub-groups and make recommendations to the QOG as appropriate
Sub-groups	Make recommendations to the QOG for the establishment of additional sub-groups of governance, as required and delegate responsibilities to those groups through defined terms of reference on approval by the QOG Receive recommendations from such sub-groups of governance on specified matters to inform its functions Review meeting minutes of established sub-groups
Working Groups	Make recommendations to the QOG for the establishment of ad-hoc working groups to assist it in fulfilling its functions, if required Review meeting minutes of established working groups
Annual Report	Provide a PGG Annual Report to the QOG, identify key decisions and actions taken by the PGG and make any recommendations to the QOG as appropriate

	Review annual reports from established sub-groups of governance on their activities
Other Functions	Exercise any other functions, which may be formally delegated to it by the QOG

Programme Responsibilities	
Programme Development and Approval	*Programme Development* Receive approved programme proposals from the QOG to commence programme development Develop, amend and implement feedback on draft programme validation documentation throughout the validation journey; this may be by directly developing documentation and/or co-opting additional expertise Ensure that consultation on draft programme documentation occurs and that feedback is collated and documented Review the outcomes of the consultation process and make amendments to documentation as considered appropriate Recommend draft programme documentation to the QOG for approval, along with a summary of feedback from any consultation process
Staff Development	Identify staff skills requirements for the delivery of new or existing programmes
Programme Reviews	*Programme Reviews* Draft and recommend programme review documentation to the QOG in line with agreed timelines in the Programme Schedule Collate observations arising from programme feedback reports and other internal and external stakeholder reports as appropriate for submission to the QOG including reporting on the effectiveness of teaching, learning and assessment strategies being implemented for validated programmes to the QOG *Follow Up Actions on Programme Reviews* Implement follow up actions arising from programme reviews including any modifications or additions to programmes as requested by the OOG and providing updates on progress to QOG

| **Risk Escalation** | Escalate areas of risk associated with FET programmes to the QOG |