

<b>Title</b>	<b>Accreditation Committee Terms of Reference and Member Composition</b>
<b>Author</b>	<b>Director Corporate Services</b>
<b>Date</b>	<b>13 February 2023</b>
<b>Distribution</b>	<b>Board</b>

## **TERMS OF REFERENCE FOR ACCREDITATION COMMITTEE**

1. The Board has established an Accreditation Committee, hereafter referred to as the Committee. The Committee will serve the Board and conduct its responsibilities in accordance with the Risk Assessment and Minimisation (Accreditation Scheme) (Scotland) Order 2006 and in line with the RMA's Standing Orders.

## **MEMBERSHIP**

2. The members of the Committee will be made up of members of the Board.
3. In order that the Accreditation Committee can adequately segregate its function to conduct investigations the Board will aim to appoint 6 members to the Accreditation Committee.
4. The Chief Executive and the Director Corporate Services (and any other member of staff agreed with the Chair) may attend to support the Committee.
5. Prior to being involved in Committee business new committee members will be required to participate in an induction course covering internal processes supporting the accreditation of persons or manners which will incorporate the RMA's Standards & Guidelines for Risk Assessment and relevant legislation.

## **REPORTING**

6. The Committee will formally report in writing to the Board and Accountable Officer after each meeting. A copy of minutes of the meeting may form the basis of the report.
7. The Committee will provide the Board and Accountable Officer with an Annual Report, timed to support finalisation of the Annual Accounts and the Governance Statement, summarising its conclusions from the work it has done during the year.

## **RESPONSIBILITIES**

8. The Committee shall consider all applications for the accreditation of both persons and manners.
9. The Committee shall decide on matters affecting the withdrawal and/or suspension of accreditation where necessary under articles 7 and 8 of the Order.
10. The Committee shall determine complaints under article 16 of the Order.
11. The Committee shall provide information/reports as required to any Appeals Committee established to review their decisions.

12. The Committee will periodically review its effectiveness and report the results of that review to the Board and Accountable Officer.
13. The Accreditation Committee to annually review the member composition of the AC2 who will be established for the purposes of conducting investigations in relation to accreditation matters. The Accreditation Committee will be the primary point of contact for membership which can be amended subject to availability and conflict of interest.

## **RIGHTS**

14. The Committee or sub-committee (AC2) may:
  - 14.1. co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience; and
  - 14.2. procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board or Accountable Officer.

## **ACCESS**

15. Representative of key stakeholders, including Lead Authorities, Parole Board, shall have free and confidential access to the Chair of the Committee.

## **MEETINGS**

16. The procedures for meetings are:
  - 16.1. the Committee will meet as required. The Chair of the Committee may convene additional meetings, as he/she deems necessary;
  - 16.2. a minimum of 2 members of the Committee be present for the meeting to be deemed quorate;
  - 16.3. Committee meetings will normally be attended by the Accountable Officer, the Director Corporate Services and Head of OLR;
  - 16.4. the Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter;
  - 16.5. the Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters;
  - 16.6. the Board or Accountable Officer may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.
  - 16.7. **Conflict of Interest**<sup>1</sup>. Before progressing the meeting agenda, the chair will ask members to declare any interests in relation to items for decision or

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<sup>1</sup> Committee members must consult the RMA Code of Conduct for board members to determine a conflict of interest. January 2013

discussion. If a member is unsure about whether an interest they have could become a conflict of interest, they must discuss the matter with the Chair of the Committee. If it is the Chair of the Committee who has the potential conflict of interest they must discuss the matter with the Convener of the Authority. The Committee Chair (or the Convener) will have the final say on whether the matter raised constitutes a conflict of interest.

**Change Log:**

<b>Date</b>	<b>Version</b>	<b>Reviewer</b>	<b>Original</b>	<b>Amendment</b>
18/02/2019	1	Accreditation Committee		No Amendments
17/02/2020	1.1	Accreditation Committee	Insert new clause 3	In order that the Accreditation Committee can adequately segregate its function to conduct investigations the Board will aim to appoint 6 members to the Accreditation Committee
			Insert new clause 13	The Accreditation Committee to annually review the member composition of the AC2 who will be established for the purposes of conducting investigations in relation to accreditation matters. This group will be the primary point of contact for membership can be amended subject to availability and conflict of interest
			Amend 14	Insert the word "sub committee (AC2)"
15/02/2021		Accreditation Committee		No Amendments
14/02/2022		Accreditation Committee		No Amendment's
13/02/2023		Accreditation Committee		No Amendments

## Appendix 2

<b>Accreditation Committee Members Effective February 2022</b>					
<b>Name</b>	<b>Status</b>	<b>From</b>	<b>To</b>	<b>No. of Years</b>	<b>Notes</b>
Aileen Burnett	Member	Apr-17		6	Vice Chair
Michele Gilluley	Chair	Feb-19		4	Chair since 2020
Joe Judge	Member	Aug-21		2	
Jim Farish	Member	Aug-21		2	

## Accreditation Committee Meeting & Reporting Schedule 2023-24

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Lead
<b>1. Meeting Schedule</b>													
Accreditation Committee Meeting					21						19		DC
<b>2. Accreditation Applications – Current Assessors</b>													
Stuart Doig – 16 October 2023													DC
Fiona Munro – 16 October 2023													DC
Lorraine Johnstone – 16 October 2023													DC
<b>3. Termination, Withdrawal and Suspension</b>													
Matters convened as required													DC
<b>4. Complaints</b>													
Matters convened as required													DC
<b>5. Appeals</b>													
Matters convened as required													DC
<b>6. General Governance</b>													
Review Accreditation Policies & Procedures													PK
Review Committee self-evaluation reports													PK
Review Committee terms of reference and member composition													PK