

# Practitioner Advisory Group (PAG): Terms of Reference

## 1. Purpose

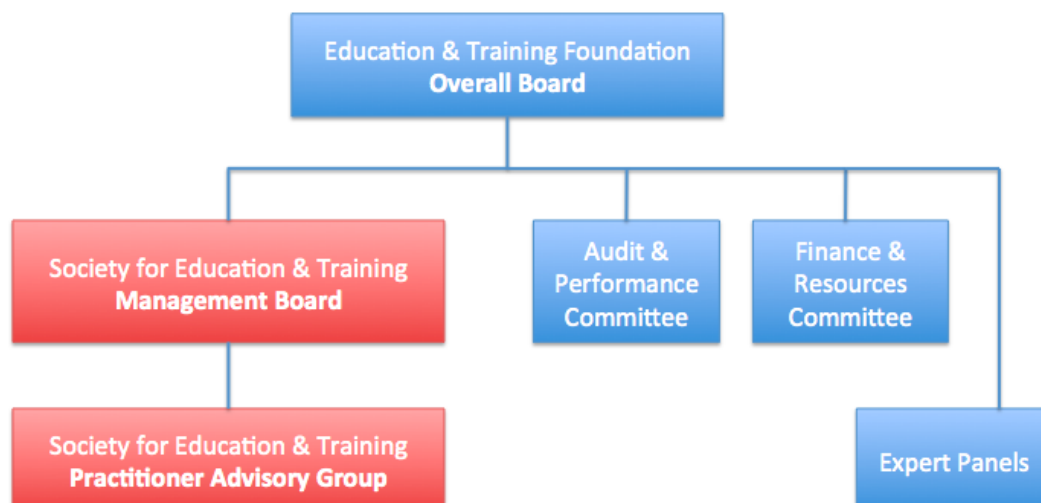
This document sets out:

- The role of the Practitioner Advisory Group (PAG) in relation to the Society for Education and Training (SET) Management Board (SMB) and SET’s management team
- The membership and organisation of the PAG
- Conduct and operation of meetings
- Managing conflict of interests
- The means by which the PAG will feedback its views to the SMB and its right to be heard.

## 2. The role of the PAG in relation to the SMB and SET’s management team

2.1. SET is a professional body dedicated to professionals working in further education, vocational teaching and training. It is the membership body of the Education and Training Foundation (ETF). SET will regularly engage with its members in deciding its priorities, the development of member benefits and its programmes of work. A key means of achieving this will be through the work of the PAG (see 2.2).

2.2. The PAG will work alongside the ETF’s Executive team and members of staff responsible for SET. The PAG is an advisory group that makes recommendations to the SMB. It will provide a crucial channel for member feedback and advice on the work carried out by SET in meeting its strategic and operational objectives , as well as providing members with information on SET’s activities and future plans. It is the equivalent of other Expert Panels that advise on the core activity of the ETF.



2.3. The PAG's role is to:

2.3.1. Provide the SMB and SET/ETF staff with feedback, drawing on members' own experience and their knowledge of the part of the sector in which they work, on existing and proposed SET benefits and services offered as part of SET membership, in order to improve and develop the membership offer for all members.

2.3.2. Advise the SMB and SET/ETF staff on key issues impacting on the sector that can be addressed through existing and potential SET services and benefits.

2.3.3. Analyse and give feedback on updates about the performance of SET, including numbers of new members, QTLS/ATS registrations and member feedback.

2.3.4. Promote the work of SET (in collective and individual capacities as PAG members).

2.4. Feedback and advice from the PAG will be shared with the SMB so that they can take this into consideration when making decisions, as well as being used by SET/ETF staff in their day-to-day running of SET.

### 3. Membership and Organisation

3.1. The PAG will comprise of up to 40 members, with an active membership in the grade of Associate and above. (Students are eligible to join the Trainee Teacher Advisory Group).

3.2. Any member of the PAG whose SET membership lapses will automatically cease to be a member of the PAG.

3.3. Members will be appointed by the SMB. They will be drawn from the sector through an open and public recruitment process, with reference to the need for diversity and to be representative of the membership. The criteria are set by the SMB and updated from time to time.

3.4. PAG members will be drawn from practitioners and staff employed within the sector. It will seek to have a diverse mixture of practitioners proportionate to the composition of SET membership, drawn from the different parts of the sector, such as FE colleges, independent training providers, and adult and community learning. The need for a representative mix will be balanced carefully by the SMB alongside the need to appoint the most appropriate applicants to the group, based on the required skills set .

3.5. Up to six members of the PAG may also be members of the SMB. The process for the appointment to the SMB is outlined in its terms of reference.

3.6. The PAG will be chaired by a senior member of the SET team and will be supported by a Secretariat who will also be a member of the SET team.

3.7. Other SMB members and ETF Board Directors/Trustees can request or be invited to attend the PAG on a meeting by meeting basis.

3.8. ETF's CEO and DCEO can attend PAG meetings on an ex officio basis.

3.9. The PAG may from time to time co-opt representatives from the sector or form subgroups to consider specific topics. Co-opted members are normally expected to attend on a single meeting basis but membership can be extended for longer periods (up to a maximum of one year) with the majority consent of the existing PAG members. This can be extended with the agreement of the SMB.

3.10. The responsibility for ensuring that the diversity of the sector is reflected in PAG membership rests with the SMB.

## 4. Terms of Office

4.1. PAG members are appointed for a three-year term.

4.2. Following an initial three-year term, members may apply for reappointment for one further three-year term.

4.3. Previous PAG members can re-apply to join the PAG (as an appointed member), if eligible to do so. If two three-year terms have been served, members will be eligible to re-apply after a break of three years, for a final three year term of office.

4.4 Appointed PAG members who serve two three year terms, can be considered for co-option, following a break of three years, as outlined above.

4.4 PAG members can resign at any time, by giving notice to the Director of Professionalism and Customer Experience or the Head of Membership.

## 5. Remuneration

5.1. PAG members will not be remunerated for their roles, although reasonable expenses may be claimed for travel and subsistence. For more details, please refer to ETF's Expenses Policy.

## 6. Conduct and Operation of Meetings

6.1. The PAG will meet three times a year. Additional meetings and discussions (whether in person or virtual) may be convened when required at the discretion of the PAG and the SMB.

6.2. PAG members must attend at least two meetings a year. Failure to do so may result in removal from the PAG (see removal from membership below – section 8.0).

6.3. At least 10 PAG members must be present for the PAG to be quorate.

6.4. Meetings can be held in person or online.

6.5 . The secretariat present at the meeting will ensure that notes are taken at each meeting. A summary of the meeting will be circulated to PAG members within 14 days of the meeting (unless otherwise agreed) and will also be circulated to the SMB.

6.6 . PAG members shall be entitled to vote on proposals submitted to it. The SMB shall take PAG votes into consideration to assist in decision making but will not necessarily be bound by them.

## 7 Conflicts of interest

7.1. PAG members are asked to notify SET of any conflict or potential conflict of interest (using the designated form available from the Secretariat) on an annual basis.

7.2. Conflicts of interest or potential conflicts of interest should also be declared at the start of each meeting, and in relation to the particular agenda item. Those who have declared conflicts of interest will normally be asked to leave the meeting for the discussion. Amendments to this approach will be at the discretion of the SMB.

7.4. Membership of the PAG may be revoked where a member is considered no longer suitable if a continued conflict of interest is identified.

## 8. Removal from PAG membership

8.1 PAG members' meeting attendance and contributions outside of meetings will be recorded. Participation will be reviewed on a regular basis, and if it is considered that a member of the PAG is not sufficiently contributing by attending at least two meetings a year and/or responding to additional requests for feedback, the SMB has the option to revoke membership of the PAG. Such instances will be handled on case-by-case basis; the member will be given the right to reply and personal circumstances will be taken into account.

8.2 All PAG members are bound by SET's Code of Ethics and Conduct. Should a member of PAG be found to have breached the Code, depending on the sanction, they may also be asked to leave the PAG.

## 9. Reporting lines

9.1. PAG to the SMB:

9.1.1. SET's management team will share any recommendations from any meeting that require SMB approval. These will be drawn from the minutes of the relevant meeting.

9.2. SMB to the PAG:

9.2.1. SET's management team will share the minutes from SMB with the PAG.

9.2.2. The SMB and ETF Board, with SET/ETF staff, will consult with the PAG on any major change in strategic direction for SET.

## 10. Review

10.1. The PAG will review its terms of reference on an annual basis with proposed amendments presented to the SMB for approval.

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Last reviewed May 2022, approved by SET Management Board on 27<sup>th</sup> May 2022.