

6b: Joint Co-ordination Group: Terms of Reference: Annex B

Terms of Reference for the Joint Co-ordination Group (JCG)

Constitution

1. The Joint Co-ordination Group is a Group jointly established by the GMC and PMETB.

Membership

2. The JCG will be comprised of eight members. Four each will be drawn from among:

a. GMC Council members who are also members of the GMC's Postgraduate Board.

b. Members of the PMETB Board.

Frequency of meetings

3. It is expected that the JCG will meet quarterly.

Attendance by others

4. The Chair of the GMC and the Chair of PMETB may attend all meetings of the JCG.

5. Staff from PMETB and the GMC may attend by invitation.

Authority

6. The JCG has authority from the GMC and PMETB to request information from the Chief Executives, or from the Joint Implementation Group (JIG), in exercising its functions.

Purpose

7. The purpose of the JCG is:
 - a. To oversee the joint programme of work relating to the merger of PMETB with the GMC, and to provide assurance to both governing bodies that the implementation of the work programme is consistent with the agreed plan and timeline, and with the strategic objectives of the merger.
 - b. To help to prepare for the transfer of PMETB's statutory functions to the GMC, including by identifying, and contributing to, areas of joint working.

Duties

8. To ensure a coherent approach, and appropriate allocation of responsibilities, between PMETB and the GMC in the period before the transfer of functions from PMETB to the GMC.
9. To identify areas for joint working between the GMC and PMETB in order to maximise the benefits of establishing a single continuum for all stages of medical education and training.
10. To oversee the planning and implementation by the staff of PMETB and the GMC, and by the Joint Implementation Group, relating to the merger of PMETB with the GMC.
11. To provide assurance to both governing bodies that the programme of work relating to the merger of PMETB with the GMC is fully integrated into the strategic and business plans of both organisations, and that operational activities are not being jeopardised.
12. To comment on the planning process and on the management of risks, to ensure that they are being mitigated appropriately and responsibly.
13. To comment on the deployment of resources from both the GMC and PMETB, liaising with the Resources Committees of both organisations on these issues if required.
14. To make recommendations to both governing bodies as and when necessary.

Reporting and Circulation of Minutes

15. Minutes of JCG meetings will be made available to all members of both governing bodies. Each governing body will determine how often it wishes to receive a report.