

Practitioner Advisory Group (PAG): Terms of Reference

1. Purpose

This document sets out:

- The role of the Practitioner Advisory Group (PAG) at the Education and Training Foundation (ETF).
- 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 ETF and its right to be heard.

2. The role of the PAG in relation to ETF

2.1. ETF holds a pivotal role in supporting the Further Education (FE) and Skills sector across England. Through its initiatives, ETF drives professionalism, enhances teaching and learning, champions inclusion, and enables sector change, ultimately transforming the lives of learners aged 14 and above. ETF's work includes commissioning and delivering professional workforce development programmes, offering professional membership for practitioners across the FE and Skills sector, and providing leadership in addressing key sector challenges.

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

2.3. The PAG's role is to:

- 2.3.1. Provide ETF with feedback, drawing on members' own experience and their knowledge of the part of the sector in which they work, on existing and proposed membership benefits and services offered as part of ETF membership, in order to improve and develop the membership offer for all members.
- 2.3.2. Advise ETF on key issues impacting on the sector that can be addressed through existing and potential membership services and benefits.
- 2.3.3. Analyse and give feedback on updates about the performance of membership, including numbers of new members, QTLS/ATS registrations and member feedback.
- 2.3.4. Promote the work of ETF (in collective and individual capacities as PAG members).

2.4 Feedback and advice from the PAG will be shared with ETF staff so that they can take this into consideration when making decisions.

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.

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

3.3. Members will be appointed by the PAG itself. 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.

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 ETF 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 alongside the need to appoint the most appropriate applicants to the group, based on the required skills set.

3.5. Other ETF Directors/Trustees can request or be invited to attend the PAG on a meeting by meeting basis.

3.6. ETF's CEO can attend PAG meetings on an ex officio basis.

3.7. 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 PAG.

3.8. The PAG has a responsibility for ensuring that the diversity of the sector is reflected in its membership.

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 Associate Director of Membership and Marketing.

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 the PAG 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.

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.

7. Conflicts of interest

7.1. PAG members are asked to notify ETF 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 PAG.

7.3. 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, there will be 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 the 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. Review

9.1. The PAG will review its terms of reference on an annual basis with proposed amendments presented for approval.
