

Public Services Delivery Scotland

Education Committee Terms of Reference

1. Purpose

- 1.1. The Education Committee, referred to hereafter as “the Committee”, provides assurance, oversight and scrutiny of PSD Scotland’s responsibilities for the quality, performance and statutory regulation of health and social care – and, where appropriate, broader public service – education, training and research. The Committee supports the Board in discharging its statutory educational functions by monitoring compliance, evaluating performance, overseeing strategic delivery, and ensuring that appropriate governance arrangements are in place.
- 1.2. The Committee shall operate within the Corporate Governance Framework¹ approved by the Board and in accordance with the principles outlined in the [Blueprint for Good Governance](#).

2. Membership and Attendance

- 2.1. At least five members will be appointed to the Committee by the Board. The Chair of the Committee will be nominated by the Chair of the Board and thereafter confirmed by the Board. The Committee may nominate a Vice Chair from among the membership to deputise for the Chair of the Committee as required. The Committee’s current composition is as follows:
 - **Chair:** O. Clayton.
 - **Vice Chair:** M. McGill.
 - **Members:** S. Cowan; A. Langa; K. Redpath.
- 2.2. In accordance with paragraph 9.9 of the Standing Orders, the Board may appoint co-opted members to the Committee. Co-opted members shall contribute to the business of the Committee but will not have the right to vote. The Committee does not currently have co-opted members.
- 2.3. The Committee will routinely invite the Chief Executive and members of the Transitional Leadership Group to meetings. The Director of Nursing and the Director of Nursing, Midwifery and Allied Health Professionals and Transitional Leadership Group Medical Directors will serve as Executive Lead(s) for the Committee. Other officers may be invited to attend meetings as required.

3. Meetings and Quorum

- 3.1. The Committee shall meet at least four times per year. Meetings and business will be conducted in accordance with the Standing Orders, as approved by the Board.
- 3.2. The quorum for a meeting of the Committee shall be no less than one-third of the members, as outlined in paragraph 2.1, who are entitled to vote and, in any event, not less than three members.

¹ The Corporate Governance Framework includes the Standing Orders, Scheme of Delegation, Standing Financial Instructions, Board Assurance Framework, Code of Conduct and Committee Terms of Reference.

- 3.3. Meetings will not be held in public and the Committee may sit in private without any non-members present for all or part of a meeting if they so decide.

4. Reporting

- 4.1. The Chair of the Committee will provide a report to the Board after each meeting. A copy of the minutes may form the basis of this report. The minutes will reflect when the Committee has met in private.
- 4.2. The Committee shall develop a schedule of business each year to determine the information that it requires at meetings. An annual report shall also be prepared for the Board to provide assurance that the Committee continues to discharge its remit effectively.

5. Remit

The Committee shall:

Statutory and Regulatory Assurance

- 5.1. Assure the Board that statutory regulatory requirements for education and training are being met.
- 5.2. Monitor compliance of health and social care education and training with statutory and regulatory requirements relating to equity, equality, human rights, person-centred care, participation, Government policy and other relevant policies. Seek assurance on Board-delegated equality and diversity outcomes connected to educational quality. This includes oversight of the education and quality arrangements for the NHS Scotland Academy, as set out in Appendix 1.
- 5.3. Scrutinise, approve or note annual reports, as appropriate, relating to the statutory regulation of health and social care education and any additional responsibilities delegated by the Board.

Quality, Performance and Continuous Improvement

- 5.4. Ensure that effective arrangements are in place for educational quality assurance, management and control in line with PSD Scotland's policies, relevant professional, statutory and regulatory requirements and sectoral best practice.
- 5.5. Obtain assurance that effective arrangements are in place for the continuous improvement of the quality of health and social care education and training, ensuring these arrangements take a strategic view and are informed by a contemporary understanding of service and workforce need, relevant data and feedback.
- 5.6. Examine arrangements for identifying, sharing and embedding good and innovative practice across PSD Scotland to enhance educational quality and performance.
- 5.7. Assess the performance, monitoring, management and value of health and social care education and training programmes and contracts, including the identification of impact or intended impact where possible.

Strategy, Research and Partnerships

- 5.8. Review strategies, policies, consultation responses, structures and governance processes for health and social care education, training and research to ensure they adopt a forward-looking and strategic perspective.
- 5.9. Consider progress with the implementation of education and training-related strategies and policies, seeking assurance that intended outcomes are being delivered.
- 5.10. Review the effective management of health and social care educational research programmes.
- 5.11. Evaluate the quality and impact of strategic engagement with partners and users across health and social care in relation to education and training, including approaches to education and workforce development that affect service delivery.

Other Responsibilities

- 5.12. Oversee governance arrangements for Board-delegated strategic risks by reviewing risk identification, assessment and mitigation in line with the Board's risk appetite and agreeing escalation where required.
- 5.13. Oversee governance arrangements for Board-delegated performance measures and report progress to the Board.
- 5.14. Address any additional matters assigned to the Committee by the Board or other Standing Committees. Activity arising from internal audit reports may be delegated by the Audit and Risk Committee.

6. Review and Approval

- 6.1. The Committee shall review these Terms of Reference at least annually. Any amendments shall be submitted to the Board for consideration and approval before they take effect.
- 6.2. The Board approved the Committee's Terms of Reference (Version 1.0) on 2 April 2026.

Appendix 1: NHS Scotland Academy – Delegated Governance and Scrutiny

The PSD Scotland Education Committee is delegated governance and scrutiny responsibilities for the NHS Scotland Academy on behalf of the PSD Scotland and NHS Golden Jubilee (NHSGJ) boards. In doing so, the Committee will review, scrutinise and approve education, quality, developmental and performance reports to ensure that:

1. Strategic partners are effectively engaged, including universities, regulators, Health and Social Care partners, young people and school-based pathway providers.
2. Education and training delivered or planned by the NHS Scotland Academy meets statutory regulatory requirements and complies with the expectations of the relevant regulators.
3. Education and training programmes receive appropriate accreditation and maintain required standards.
4. Education and training activities, outcomes and performance are effectively managed, quality assured, subject to continuous improvement, and demonstrate measurable impact.
5. Arrangements exist to identify, share and embed good and innovative practice across PSD Scotland and NHSGJ in ways that strengthen the quality of education and training.
6. Continuous improvement is embedded in the management and delivery of programmes, informed by user feedback, complaints, learner satisfaction, retention, attainment and progression.
7. Governance and quality management controls support the delivery of technology-enhanced education and training, ensuring standards and consistency.
8. Educational and quality-related risks are appropriately identified, mitigated and reported through established governance processes.
9. Annual reporting on NHS Scotland Academy educational and quality governance is provided to the PSD Scotland Audit and Risk Committee and PSD Clinical Governance Committee as part of the Education Committee Annual Report.