

SOP number	50.022	Version	2.0
Title	Preparation and Maintenance of Terms of Reference		

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SOP category	NHS GG&C General			
Staff category				
Staff Category	R	A	C	I
R&I QA Manager		X		
Committee Chairs	X			

1. Scope

This procedure applies to NHS Greater Glasgow and Clyde (NHSGGC) R&I Department.

2. Purpose

The purpose of this SOP is to describe the process behind the preparation of Terms of Reference for a meeting/committee or group.

The Terms of Reference act as a mission statement for the committee and describes who those involved are and what their intended purpose is as well as the rules surrounding their activity.

This is an important document that ensures appropriate utilisation of the committee and its time while aiding in the achievement of intended outcomes.

3. Procedures

3.1. Prepare Terms of Reference

The preparation of Terms of Reference is the responsibility of the Chair of the Committee and must be completed using Form 50.022A. Ultimately it is the responsibility of the chair to complete the document but they can seek input and feedback from other members.

Upon completion of the Terms of Reference this will be passed to QA who will record this in Q-Pulse and share with all the members of the Committee. This must be accompanied by a copy of the minutes of the meeting showing that the TOR have been reviewed and agreed.

Terms of Reference must be in place and released within 3 months of the first meeting of any new committee.

3.1.1. Other Templates In Use

For certain meetings and committees, the SOPs in place to cover this activity may call for the use of a different format than Form 50.022A. Examples of this are for the IDMCs (SOP 51.023) and Trial Steering Committees (TSCs) (SOP 51.036). In this instance, the rules stipulated within the relevant SOPs will take precedence over those set out in this SOP.

3.2. Maintenance and Review

The Terms of Reference must be maintained and always be reflective of current practice, the Terms of Reference must be reviewed by the Chair of the Committee at regular intervals, as specified within the document, to ensure they are accurate. The QA Manager will notify the owners of each when a review is required. As stated in 3.1.1, the rules governing the review and maintenance of Terms of Reference set out in other SOPs specific to that meeting or committee type will take precedence.

4. Referenced documents

- Form 50.022A Terms of Reference Template

5. Related documents

6. Document history

Version	Date	Description
1.0	20/10/2020	First Release
2.0	20/12/2023	Migration to new template and minor changes

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