

Terms of Reference for the Designated Body Oversight Committee (DBOC)

Committee name and type

The Designated Body Oversight Committee (DBOC) is a standing committee of the Independent Doctors Federation (IDF) and reports to the Company Board.

Purpose

DBOC will provide quality assurance to the Board, that the Federation is running an effective service for all members who pay a Designated Body (DB) connection fee and that the Federation is delivering what these Connected Members need.

DBOC has responsibility for ensuring governance and challenging the Responsible Officer (RO).

Scope

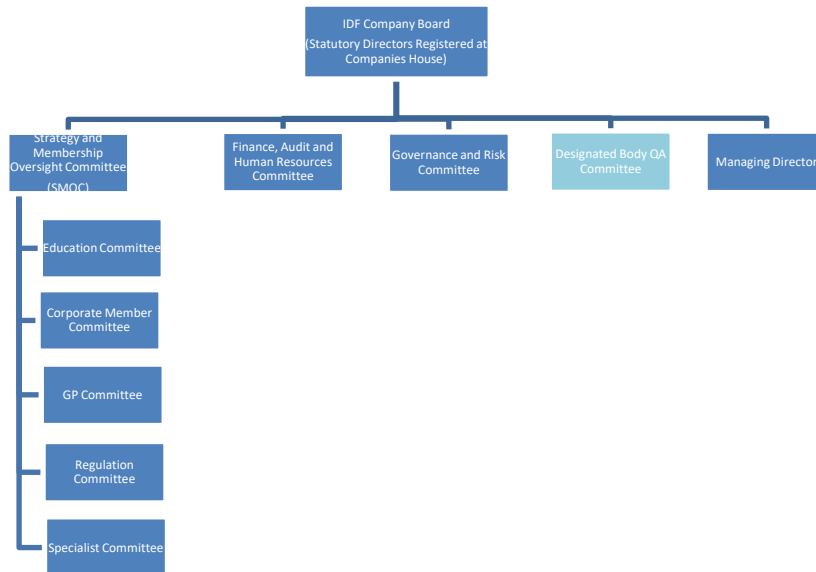
DBOC provides assurance to the Board and recommends improvements or actions for the following within the Designated Body:

- 1. Selection criteria to be met for IDF Connected Members – including required documentation to be presented prior to membership.
- 2. Fees to be set and payment schedules – including when rates may be discounted due to sick leave, parental leave, GMC/DB suspension, clinical supervision.
- 3. All policies and procedures relating to Connected Members, including electronic systems and record keeping.
- 4. RO's quarterly reports to DBOC – encompassing performance information of the DB, any issues arising from this and anonymised information regarding amounts and nature of complaints about doctors and referrals to the GMC.
- 5. RO's annual return to NHSE – encompassing DB Annual Board Report and Statement of Compliance.
- 6. Appraiser training provided by the Designated Body (DB).
- 7. Training received and RO and Appraisal Lead Networks (ROANs) attended by the RO.
- 8. Training provided and recommended by the Responsible Officer – including mandatory training and CPD accreditations.
- 9. DB support for the RO to ensure robust processes are in place and they are fulfilling their duties as per The Medical Profession (Responsible Officers) Regulations 2010 and The Medical Profession (Responsible Officers) (Amendment) Regulations 2013.

Authority

DBOC reports to the Board.

DBOC Terms of Reference are ratified by the Board.



Membership

The Chair of DBOC is appointed and is a Director of the IDF. The term of office is 3 years.

The members of the Committee will be: the Chair, the IDF RO and at least 2 other doctors with relevant designated body experience. The IDF Managing Director and Operations Manager have a standing invitation but will have no voting rights on recommendations regarding Designated Body matters discussed.

The Chair may invite guest speakers or individual experts to attend for discussion purposes or, the Committee may, as it sees fit, invite others to attend the meeting to add value to agenda items.

A quorum shall be not fewer than 3 members.

Meeting arrangements

DBOC will typically meet quarterly (no fewer than 3 times a year). These meetings can take place either virtually or face to face.

Reporting

RO will provide quarterly report to DBOC

RO will provide annual returns to NHSE

DBOC will report to the Board.

Resources and budget

The offices of the IDF are available to host meetings. There is no financial budget.

Self-assessment and changes to terms

The Committee will undertake an annual self-assessment of its performance by reviewing its activities against these Terms of Reference.

Any change to the Terms of Reference will require the approval of the Board.