



North & South Essex
Local Medical Committees

TERMS OF REFERENCE

Essex Appraisal Steering Group

Version 7

Reviewed June 2011

Next Review Date: June 2012

1 Background

- 1.1 Prior to the inception of GP appraisal In England, discussions were held between the LMC, EQUIP, and Primary Care Education in South Essex (PCESE). The overall aim of this collaboration was to provide a centralised appraisal administration system to ensure continuity and quality assurance across Essex. The outcome of these discussions was the formation of the Essex Appraisal Steering Group and a document known as the Essex Appraisal Scheme. The Essex Appraisal Scheme encompasses the whole appraisal process, from selection and appointment of appraisers to outcome of the appraisal interview.
- 1.2 In the interests of quality assurance, the Steering Group recommended central administration of the appraisal system. Contracted GP and Sessional GP appraisal is managed centrally by EQUIP which maintains direct reporting lines to the five Essex PCTs.

2 Remit

- 2.1 The Essex Appraisal Steering Group will work to ensure a consistent approach to GP Appraisal across Essex.
- 2.2 The Essex Appraisal Steering Group will work to ensure consistent management of the Essex Appraisal Scheme.
- 2.3 The Essex Appraisal Steering Group will receive, consider and monitor all Exception requests to the Essex Appraisal Scheme.
- 2.4 The Essex Appraisal Steering Group will oversee and approve all revisions to the Essex Appraisal Scheme via the Amendment Process.
- 2.5 In the pursuance of its remit, the Essex Appraisal Steering Group will:
 - 2.5.1 Formulate local appraisal policy based on guidance received directly from the Department of Health and other national groups.
 - 2.5.2 Work closely with PCTs to support GPs undertaking appraisal within the PCT.
 - 2.5.3 Promote consistent approaches to quality and make best use of local educational resources.
 - 2.5.4 Review the Terms of Reference annually.

3 Membership of the Steering Group:

| | Current Executive Officers |
|---|--|
| *Chairperson | EQUIP Clinical Lead |
| *North and South Essex LMCs representative | LMC Chief Executive |
| *EQUIP representative | EQUIP Manager/Essex GP Appraisal Manager |
| *Secretary | Essex GP Appraisal Assistant |
| GP Appraiser | |
| GP Tutor | |
| Deanery representative | |
| PCT representative | |

* Denotes Executive Officer

- 3.1 The Chairperson will be elected at the first Essex Appraisal Steering Group meeting following the commencement of the new appraisal year (1 April – 31 March) and initially serve for a two year period but may serve further periods of two years.

- 3.2 The term of service will be two years but members may serve consecutive terms if appropriate.
- 3.3 Representatives of organisations should have an interest in education and training.
- 3.4 Representatives may attend on behalf of more than one organisation.

4 Meetings

- 4.1 The Essex Appraisal Steering Group will meet quarterly for a duration of two hours.
- 4.2 Should an Executive Officer be unable to attend a meeting, he or she must nominate a deputy. Deputy members will be able to vote to pass a resolution on behalf of the Executive Officer. All Executive Officers (or their deputies), as described in Section 3, must be present in order for the meeting to be considered quorate. If an Executive Officer is unable to nominate a deputy and the number of those present falls below five, the meeting should be postponed until at least five Executive Officers or their deputies are able to attend.

5 Papers

- 5.1 Essex Appraisal Steering Group members will receive an agenda five days prior to each meeting. Minutes will be taken, produced and distributed by the Secretary. In the Secretary's absence, minutes may be taken by another nominated Executive Officer.
- 5.2 Minutes of meetings will be circulated to Essex Appraisal Steering Group members within one month of the last meeting.
- 5.3 Minutes of the previous meeting must be agreed as accurate at the next meeting and signed by the Chair. A copy of all papers, including signed minutes will remain on file in the EQUIP office.

6 Confidentiality

- 6.1 The Essex Appraisal Steering Group will ensure that any information of a confidential nature discussed or documented during the course of a meeting is not disclosed to any unauthorised person or persons. This duty of confidentiality will also apply to any non-member invited to attend an Essex Appraisal Steering Group meeting.