

INDEPENDENT DOCTORS FEDERATION (IDF)

**Terms of Reference
IDF Regulation Committee**

Committee name and type

The Regulation Committee is a standing committee of the IDF.

Purpose

The Regulation Committee is the administrative vehicle for liaison with the Care Quality Commission (CQC) and for the membership for all matters relating to the CQC and supports clinical governance in the independent sector.

Scope

- To maintain a personal relationship with key CQC officers
- To maintain an up to date knowledge of CQC activities and proposed changes
- To liaise with the CQC on such matters and canvas the views of the IDF membership when required
- To update IDF members with changes in regulations and be available to answer concerns and issues
- To call seminars or meetings for members to meet CQC personnel and be updated on CQC matters
- To maintain a practical working relationship with the designated independent CQC advisor
- To inform the Revalidation Appraisal and Governance Committee of changes that impact the work of IDF members and the appraisal system
- To organise events to ensure members are able to meet their mandatory training requirements SOVA, basic life support etc

Authority

The Regulation Committee reports to the Executive Board.

Membership

- The Chair of the Regulation Committee is selected by the Executive Board. The members of the Committee are identified by the Chair and the membership of the Executive Board. In addition to this, members are able to nominate themselves for a seat on the committee

once a year, with a ballot of the membership to take place where more members come forward than there are seats available.

- The term of office is 3 years and may be extended for a further 3-year period.
- There are 10 members of the Committee and the IDF Managing Director has a standing invitation. The Chair may invite guest speakers or individual experts to attend for discussion purposes
- A quorum shall be not fewer than 4 members

Meeting arrangements

The Regulation Committee will meet no fewer than 3 times a year. These meetings can take place either virtually or face to face.

Reporting

The Regulation Committee will report to the IDF Executive Board.

Resources and budget

The offices of the IDF are available to host meetings and light refreshments are provided by the IDF. There is no financial budget.

Annual Self-Assessment

The Committee will undertake a self-assessment of its performance annually by reviewing its activities against these terms of reference. The Committee will recommend any changes to its terms of reference to the Executive Board.