Terms of Reference

Trainee Advisory Group

Responsibilities of the Trainee Advisory Group

- To provide the Postgraduate Dean with a trainee perspective on HEE Wessex activities, proposals, website, guidance and policies etc.
- To advise the Postgraduate Dean and HEE Wessex on matters of concern to trainees and seek ways to respond to these concerns
- To inform trainees of HEE Wessex’s activities and to consider matters suggested for discussion by the Senior PGME Team, and any of the specialty schools within HEE Wessex.
- To disseminate information about HEE Wessex activities to all HEE Wessex trainees.
- To report regularly to the Senior PGME Team on the deliberations and activities of the Trainee Advisory Group (TAG).

Membership

The group should comprise: representatives from each of HEE Wessex’s schools. The representative should be the school trainee representative.

- A representative from amongst HEE Wessex’s education fellows
- A representative from amongst HEE Wessex’s quality improvement fellows
- A representative from amongst HEE Wessex’s Chief Registrars
- A JDC representative

The Dean (or his deputy) will also attend the meetings of the TAG.

A deputy for each TAG representative should be nominated from within the group they represent, to attend should the nominated representative be unable to do so.

All members should act not only as individuals, but also on behalf of the trainees from the group they represent.

The TAG will elect a chair, deputy and secretary from its membership. The chair will chair the TAG meetings, attend the LETB Partnership Council and feed back to the Dean. The deputy will take on this role when the chair is not available. The secretary will be responsible for organising the meetings, minute-taking and distribution of minutes and other papers. There will be no nominated administrative support for this group from within HEE Wessex.
The TAG may invite other groups/individuals to its meetings on an ad hoc basis to discuss specific topics, as required.

Membership tenure will be concurrent with trainees’ tenure as School Trainee Representative.

Meetings

There will be three meetings per year. The Postgraduate Dean or his deputy will be in attendance at the meetings and may sit out of the meetings at times. Meetings will be minuted.

Quorum

A majority of members and including the Chair or Deputy Chair.

Reporting Structure

The TAG shall report to and be accountable to the Postgraduate Dean, HEE Wessex. The Dean (or his deputy) will attend the meetings of the TAG. The minutes of the TAG will be sent to the Dean, Heads of Schools and members of the TAG.

Review

The Senior PGME Team shall have sole responsibility for approving changes to the constitution and Terms of Reference of the TAG.

HEE Wessex
January 2014, reviewed December 2017 to reflect HEE structures