

FET QA Document	Procedure for operation and review of Kerry ETB’s FET QA governance structure
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1. Introduction

The following procedure describes how the FET QA Governance structure of Kerry ETB is supported in its operation and how it is reviewed.

2. Support for operation of the FET QA Governance Structure

The roles of the Chair and Secretary of each unit of governance established by Kerry ETB are specified in the corresponding terms of reference. The QA Unit of Kerry ETB is responsible for supporting the governance units, through the Chairs and Secretaries, to ensure that they are operating as intended and to provide a link between them as needed. Specifically, the QA Unit is responsible for the following:

Terms of reference

- Ensuring that the approved terms of reference for each governance unit are published internally
- Ensuring that the published terms of reference are updated where amendments are approved by the appropriate party (as specified in the terms of reference)
- Maintaining a record of all amendments made to terms of reference and from when they were introduced
- Ensuring that the terms of reference of each governance unit are consistent with the quality assurance procedures of Kerry ETB.

Meeting management

- Liaising with the Secretary and Chair of each governance unit:
 - to ensure that members are provided with a briefing on the purpose of the governance unit, on protocols for how it is operated, and on expectations associated with their participation

- to establish a schedule of agenda items that the governance unit is likely to need to address over the course of a year
 - to ensure that agreed meeting agendas are provided to the governance unit in a timely manner
 - to ensure that any reports scheduled or required are provided to the governance unit for consideration in a timely manner
 - to ensure that meeting minutes are recorded in a timely manner
 - to ensure that any outcomes arising from a meeting of a governance unit are followed through as required
- Ensuring that meeting minutes are published internally and that the outcomes of certain decisions are highlighted internally where necessary.

Membership management

- Maintaining a record of the membership and tenure of all governance units
- Liaising with the Secretary and Chair of each governance unit to ensure that membership terms agreed in the terms of reference are observed
- Liaising with the FET Director to agree new members
- Ensuring that details of new members are published internally
- Ensuring, in conjunction with the Secretary and Chair of each governance unit, that new members are provided with a briefing, as described above, at the outset of their tenure.

3. Review of the FET QA Governance Structure

The purpose of a review of a governance unit is to establish if improvements to its operation are required. Reviews will normally take place on an annual basis. The Quality Council and its sub-committees will normally be formally reviewed at the same time to understand how effectively all parts of the structure are working together. The QA Unit is responsible for managing this review. Its role will be carried out as follows:

- All aspects of the review process will be agreed by the QA Unit in consultation with the Chairs and Secretaries of the governance units, and will be approved by the FET Director
- The review of each governance unit will normally be undertaken with the use of a questionnaire that each member can complete and return anonymously
- The outcomes of the questionnaire will be collated by the Quality Unit
- The Quality Unit will also collate and document information on how many times the governance unit met and the workload of each governance unit
- The Quality Unit will review the outcomes with the Secretary and Chair of each governance unit who in turn will discuss these with the members of the governance unit and identify what corrective actions could be taken where issues have arisen

- The Secretary and Chair will report back to the Quality Unit on the outcomes of this discussion
- The Quality Unit will collate the outcomes of the process and identify an action plan for improvement
- The Quality Unit will review this with the FET Director who will approve proposed actions
- The Quality Unit will report to each governance unit on the overall outcomes of the process, the action plan for improvement arising from the review, and the associated timeframes and responsibilities for completion.