	Terms of Reference	**Monitoring and Evaluation Committee (MEC)**
	Associated Policy	Quality
	Version No and Date	V1.1 04/05/2021
	Owner	Secretary
	Adoption Date	
	Review Date	

Role/Purpose

The purpose of MEC s to:

- Establish procedures to ensure ongoing quality assurance across the Regional Training Centre network and the LASNTG office
- Establish procedures for internal monitoring and evaluation of Programmes
- Examine Programmes within the context of requirements of QQI Certification and recommend areas for improvement
- Examine, and make recommendations, on feedback received by LASNTG
- Monitor and evaluate the activities set out under 'Responsibilities' in these terms of reference

Governance and Membership

The MEC is made up of the following members;

Independent Chair

Representatives from:

- ➢ Department of Housing Planning and Local Government (DHPLG)
- ➢ Local Government Management Agency (LGMA)
- ➢ Local Authorities
- ➢ RTCs
- ➢ Other representation as deemed appropriate by Committee (e.g. Irish Water, Dept of Transport, DCCE etc)

The Independent Chairperson of the MEC has the authority to make recommendations to the LASNTG office and/or bring recommendations to the National LASNTG committee as required and agreed at meetings of the MEC

Vacant positions on the committee are filled once a request for a nomination has been sent to, and received by the Secretary from the relevant authority/department.

Responsibilities

MEC is to monitor and evaluate the activities set out as follows:
- Results Approval Panel (RAP) meetings (covers Internal Verification)
- External Authentication of results
- Monitoring and implementation plans
- Quality Assurance
  - Ensure all processes and procedures are documented and QA Manual is updated as required and in line with QQI requirements
- Courseware committees & Academic Board
  - how training needs are identified and Programme design and development is achieved
  - how resources for the delivery of a Programme are coordinated
  - how Programme facilities and resources are requisitioned, provided, updated and maintained.
  - how Programmes are reviewed to ensure their continued relevance
  - the arrangements in place around recognising prior learning for access to Programmes
- Procurement
  - the practice around the issue of contracts and related roles and responsibilities when procuring trainers from outside the organisation
  - Framework 2022 - 2024
- Equality and diversity
  - how the principles of equality and equal status are promoted by LASNTG in associated training provision
  - how LASNTG facilitates diversity and provides reasonable accommodation to individuals or groups with particular needs leading to successful participation on Programmes
- GDPR
  - how access, transfer and progression information on Programmes and services is made available to both current and prospective Learners
  - access to information between LASNTG, RTCs, Local Authorities, and Training Providers
  - data retention
- QQI
  - Reengagement
  - the LASNTG Programme approval process pre QQI validation/delivery
  - how the frequency of self-evaluation is determined & how Programmes are chosen/grouped for self-evaluation

Meetings

Meetings will be held at least 3 times per annum or as required/ convened by Chair.	

Governance

This Terms of Reference may be amended, varied or modified in writing only after consultation and agreement by LASNTG and the MEC Committee.

Report Schedule

Report/Document Title	From	To	Frequency	Presented by
RAP report	RAP	MEC		Secretary
Ext Authenticator report				Secretary
Feedback from awarding bodies	LASNTG office	MEC	As it arises	Secretary
External monitoring reports and implementation / action plans arising			Annually	Secretary
Quality report to include quality enhancement plans	LASNTG office	MEC	Annually	Quality Officer
Specific area of concern report	MEC	Relevant Training Group	As it arises	Secretary