BCS, The Chartered Institute for IT

Academy of Computing Board

Terms of Reference

Responsible Body	Trustee Board
Version Number	18
Prepared by	Julia Adamson
Date Approved	9 July 2024
Date Issued	3 October 2024

Note: These Terms of Reference form part of Trustee Board Regulations. The control copy is kept by the Registrar.

Summary Of Revisions Made	Version	Date
Terms of Reference approved at Trustee Board 08/10/2009 see TB/2009/072 Appendix 1.1 and Minutes TB/2009/085 Para 5.11	1	8 Oct 2009
Minor refinements were approved at Trustee Board on 26 /11/09 see TB/2009/092 Appendix 1 and Minutes TB/2009/107 Para 7.1 refers.	1	26 Nov 2009
Para 1: Updated status to link in with BCS principal aims and objectives. Added Mission Statement. Para 2: Delete 2.5. Modified 2.6 to become 2.5 and change emphasis by replacing `successes' with `successes and challenges'. Para 6: Updated list of Boards and Committees reporting to Academy of Computing Board (ACB) to include PEB and Academy Awards Committee (previously known as LSAC). Approved by Trustee Board 29 July 2010. See Trustee Board Minutes TB/2010/076v2 Para 17 refers.	2	29 July 2010
Insert new Para 3.18 xv to allow the selection of candidates for consideration for election as Fellows of the Royal Academy of Engineering on an annual basis. Para 5.1 and 6: Delete all reference to Science Committee (SEEC) as it was dissolved by ACB on 10 November 2010. See ACB Minutes ACB/2010/039 Para 1.5.2 refers. Insert new Para 5.4 to enable those members joining the meeting via appropriate communications equipment from a remote location to count towards a quorum and be entitled to vote on matters for decision. Renumber all following points accordingly. Para 6 Insert amendments to consider changes in bodies reporting to: Education Committee - Addition of 'Computing At Schools' (CAS) Research Committee – Addition of 'BCS Academy Women in Research Group' Approved by Trustee Board on 23 March 2011- TB/2011/024 Appendix 1 and Minutes TB/2011.34 Para 10 refers.	3	23 March 2011
Replacing "Society" with "Institute" throughout. Approved by Trustee Board 8 June 2011. See Trustee Board minutes TB/2010/056.	4	8 June 2011

Insert statements relating to the Academic Accreditation Committee as new paragraphs 3.18 and 3.19	5	
3.11 Add "Sector Skills Council" to last sentence	6	15 March 2013
Simplification of the entire Tor in light of merger with ESB and subsuming Education and Research Committee into the main Board Approved by Trustee Board on 27 November 2013- TB/2013/137 Appendix 1 and Minutes TB/2013/142 Para 15.2 refers.	7	27 November 2013
Include power to co-opt members to ensure representation from all four nations of the UK and ensure the gender balance required by Trustee Board Approved by Trustee Board 20 March 2019 – TB/2019/027 Para 9 refers	8	20 March 2019
Remove superseded BCS goal in paragraph 1. Removal of reference to Membership Board. Adding new Committees that report into Academy Board, amendment to Board membership, removal of reference to Science Council, minor corrections to typographical errors TB/2019/019 app 1: inclusion of responsibility to identify external stakeholders to develop and manage the President's Office external stakeholder engagement plan Approved by Trustee Board 5 June 2019 (TB/2019/039 Appendix 3). See Trustee Board minutes TB/2019/045 para 12.	9	5 June 2019
Inclusion of Chairs of School Curriculum and Assessment Committee, or their deputy, Certificate Steering Committee and Scottish Computing Education Committee in Membership (para 5.1) and Certificate Steering Committee and Scottish Computing Education Committee in list of Committees reporting to ACB (para 6) and minor typos.	10	7 October 2019
Deletion of BCS Professional Examinations Board reporting to the Academy of Computing Board. Approved by Trustee Board – see paper TB/2020/003 & minutes TB/2020/012 section 6.	11	5 February 2020
Deletion of "Vice-President for the promotion of computing" from "Constitution and Membership" in para 5.1.Approved by Trustee Board with effect from the conclusion of 2020 AGM on 11 March 2020. See TB/2020/009 and minutes TB/2020/012 section 12.	12	11 March 2020
Update of groups reporting into BCS Academy of Computing Board: • Removal of Certificate Steering Committee • Addition of Academy Quality Review Panel Approved by Trustee Board 25 November 2020. See TB/2020/083 App 1.2 and Trustee Board minutes TB/2020/087 section 12.	13	25 November 2020
Amendment of name of Quality Review Panel to reflect the Panel's terms of reference, from Academy Quality Review Panel to CAS Quality Review Panel. Update to paragraphs 3 and 5.9 and deletion of 5.8 to remove the reference to a second Academy Vice President and better reflect the existing Vice President role. Approved by Trustee Board at 9 June 2021 meeting (TB/2021/032 Appendix 1). See Trustee Board minutes TB/2021/039 item 9	14	9 June 2021
Inclusion of one member who is an early career advocate Approved by Trustee Board at 24 November 2021 meeting (TB/2021/071 Appendix 3). See Trustee Board minutes TB/2021/079 item 11.3	15	24 November 2021
Inclusion of Northern Ireland and Wales Computing Education Committees as groups that directly report to Academy Board and minor typos, Updates to constitution and membership (paragraph 5).	16	17 October 2022
Gender pronouns removed from Terms of Reference and replaced with the role description – update requested TB/2023/044 v2 item 6	17	12 July 2023
Amendment of reporting board and committees and their representation as a result of the governance review	18	9 July 2024

TERMS OF REFERENCE

BCS Academy of Computing Board

1   Status

The BCS Academy of Computing is a cooperative partnership[1] between BCS, the Council of Professors and Heads of Computing (CPHC) and the UK Computing Research Committee (UKCRC). The Academy of Computing Board reports to BCS Trustee Board.

2   Purpose

The overarching purpose of the Academy is to:

2.1   Advance the creation, study and application of knowledge in computing for the benefit of the public.

This includes, but is not limited to:

2.2   Promote the benefits, successes and challenges of computer science and engineering through public engagement.

2.3   Establish computing as a core academic discipline at every level of education, which is recognised as of equal value to any natural science or engineering discipline and treated accordingly.

2.4   Develop and support a cohesive community inclusive of scholars, researchers and professionals with a shared commitment to the advancement of computing.

3   Key Responsibilities

In support of its purpose the Board will:

3.1   Ensure the Board's activities meet the objectives of the BCS Royal Charter and comply with all relevant Charity Commission guidance on public benefit[2], and in particular are consistent with the Institute's strategic objectives.

3.2   Ensure whenever possible the Board prioritises those activities that are of the greatest benefit to the public.

3.3   Promote the BCS, specifically the Academy of Computing, among the various academic, professional and policy stakeholders, and to feed back information to the Academy and to Trustee Board.

3.4   Develop computing as a core discipline within the school curriculum, and support the continual development of school teachers with the intention that all pupils and students have an outstanding computing education.

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[1] The term partnership is not used to denote a legal business relationship in this context

[2] http://www.charitycommission.gov.uk/detailed-guidance/charitable-purposes-and-public-benefit/

3.5   Develop and support computer science initiatives that lead to societal and economic benefit for the UK.

3.6   Develop and support initiatives that promote diversity in education and research.

3.7   Establish relationships with appropriate national and international bodies, including Government departments, other learned societies and industrial research labs, to facilitate and promote computing education and research.

3.8   Establish initiatives that will improve the mechanisms available for effective networking of scholars, researchers and professionals in order to collaborate in the advancement of computing.

3.9   Ensure that Academy activities supporting research should include pure, applied and interdisciplinary research across the different areas within computing.

3.10   Cooperate with the Community Board in fostering closer links between BCS specialist groups, branches and external bodies, in order to support the aims of the Academy.

3.11   Establish Working Groups when appropriate to address specific topics of relevance to the Board. A Working Party should be dissolved once its work has been completed or it reaches the end of its fixed lifetime.

3.12   In collaboration with other parts of the Institute, facilitate expertise to respond to specialised requests for informed opinion.

3.13   Regularly review, and ensure the active promotion of BCS awards, prizes, seminars, lectures and other such activities, so that they support and enhance the Institute's international standing as a leading Learned Institute.

3.14   Manage the development and maintenance of policy relating to the accreditation of academic courses in Higher Education Institutions, and oversee the development and maintenance of criteria against which these academic programmes of study will be accredited.

3.15   The Academy Board oversees the formal appeals processes in respect of accreditation (academic and company based) for the Engineering Council.

3.16   Establish procedures to ensure:

    i   an Annual Review and risk assessment is conducted of the effectiveness of the Board in connection with the principal aims of the Board;

    ii.   regular financial monitoring of the budget and actual spend of the Institute in connection with the activities overseen by the Board;

    iii   all activities of the Board and its Committees that require financial commitment have a clearly defined plan, including time scales, responsible stakeholders, actions, outcomes and their benefits;

    iv   a standing item on the Board's agenda is to identify appropriate individuals to recommend for talent development;

    v   that all Academy Board members receive appropriate training as prescribed by the Trustee Board, from time to time;

vi the identification of suitable candidates to nominate on behalf of BCS for election as Fellows of the Royal Academy of Engineering and/or the Royal Society on an annual basis. The nomination process is intensive and requires specialist knowledge and must be made in accordance with the Guidance notes provided by the respective academies;

vii Identify external stakeholders to develop and manage the Presidents' Office external stakeholder Academy management plan.

4   Strategic Planning and Management

The Board will produce an annual activity plan supporting the Institute's one-year operational plan. It will review achievements against this plan at the end of each annual cycle.

5   Constitution and Membership

All appointments to the Board, with the exception of the Chair and Director, shall be based on nominations by the Board, subject to ratification by the Trustee Board.

5.1   Membership of the Board shall comprise as a minimum the following:

- Chair of the Academy, who is Vice-President of the Academy on the Trustee Board
- Executive Director of the Academy
- One ex-officio member from CPHC
- One ex-officio member from UKCRC
- Chair of the Computing at School Education and Community Advisory Board, or their representative
- Chair of Academic Accreditation Committee
- Chair of Academy Prizes Committee
- Chair of School and Colleges Committee, or their deputy
- One ex-officio member from the Scottish Computing Education Committee
- One ex-officio member from the Northern Ireland Computing Education Committee
- One ex-officio member from the Wales Computing Education Committee (name to be confirmed)
- Up to a maximum of two representatives from BCS Council
- Two BCS professional members co-opted by the Chair
- One member who is an early career advocate
- Such members as may be necessary to ensure representation from all four nations of the United Kingdom, and to ensure the gender balance required by Trustee Board

5.2   Appointments for all members shall be for a maximum of three years, with the exception of the Director who shall remain on the Board for as long as the Chief Executive sees fit. Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service.

5.3   An ex-officio member's appointment will be less than the maximum allowed when their length of office in the organisation they represent is for a shorter period; in these cases the period of Board membership will coincide with the length of office of the relevant organisation.

5.4   The quorum shall be one quarter of the total membership of the Board, rounded up to the nearest whole number.

5.5   A Board member who remotely attends a meeting by any means of communication that allows all persons participating in the meeting to hear and speak to each other for the entirety of any matter under consideration, shall be deemed to be present in person for that part of the meeting and shall be entitled to vote or be counted in a quorum accordingly.

5.6   All members must commit reasonable time and effort to the work of the Board and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Board may terminate the member's membership unless the non-attendance was owing to illness or other reasonable cause.

5.7   On the recommendation of the Chair of the Board, the Trustee Board may cancel or suspend the membership of that Board where the member's actions have, in the opinion of the Board and of the Trustee Board, been detrimental to the work of the Board.

5.8   In the event that the Chair is unable to chair a Board meeting then the Chair shall appoint another Board member to chair that Board meeting.

5.9   The Board shall be convened when necessary but at least 4 times per year. Meetings can be convened either electronically, physically or a mixture of the two at the discretion of the Board.

6.   List of Boards, Committees, Expert Panels and Working Groups and Standing Committees which report to the Academy of Computing Board

- Academic Accreditation Committee (AAC)
- Academy Prizes Committee
  - ❖ Distinguished Dissertation Committee (TBC)
- Computing at School (CAS) Education and Community Board
- Turing Lecture Committee (BCS representation)
- Schools and Colleges Committee (S&CC)
- Scottish Computing Education Committee (SCEC)
- Northern Ireland Computing Education Committee (NICEC)
- Wales Computing Education Committee (WCEC) – name to be confirmed

7.   Approval and Review

These Terms of Reference shall be approved by the Trustee Board. They form part of Trustee Board Regulations. The Trustee Board will review them on an annual basis, usually at the first meeting following the AGM.