

BCS, The Chartered Institute for IT
Registration and Standards Committee
Terms of Reference

1. Status

The Registration and Standards Committee reports to BCS Trustee Board through the Deputy President.

2. Purpose

The principal aims of the Committee are:

- 2.1. To provide strategic oversight of:
 - 2.1.1. admission of individuals to membership of the Institute,
 - 2.1.2. entry of members to professional registers consistent with the BCS responsibilities to the regulators of each standard
- 2.2. To exercise the responsibilities of BCS as the regulator for standards developed by BCS ensuring a clear separation between the process of regulation from promotion or award of such standards
- 2.3. Oversee the management of risk to BCS associated with:
 - 2.3.1. setting standards for the IT profession
 - 2.3.2. admitting individuals to membership of BCS
 - 2.3.3. awarding professional registration to members of BCS
 - 2.3.4. complying with BCS' obligations as a Professional Engineering Institution

3. Key Responsibilities

In support of its purpose the Committee will:

- 3.1. Make recommendations to Trustee Board as necessary to amend or update the definition of BCS professional standards
- 3.2. Review all BCS policies to regulate the entry to the register(s) maintained and published by BCS
- 3.3. Provide oversight of entry of individuals to the BCS professional registers ensuring acceptable standards of quality are maintained
- 3.4. Make recommendations as necessary to Trustee Board to amend or update Trustee Board Regulations – Section II Classes of Membership and Schedule 1 to Trustee Board Regulations – Assessment Scheme
- 3.5. Review all BCS policies necessary to regulate the membership of individuals of the Institute
- 3.6. Provide oversight of the admission of individuals to membership of BCS ensuring acceptable standards of quality are maintained
- 3.7. Provide oversight of the award of professional registration to BCS members ensuring acceptable standards of quality are maintained
- 3.8. Provide oversight of BCS' compliance with its obligations as a
 - 3.8.1. Professional Engineering Institution
 - 3.8.2. FEDIP awarding body
- 3.9. Obtain external assurance of the CITP or other BCS developed status processes through appropriate bodies where this would support the relevant standard

4. General

- 4.1. Establish procedures to ensure:
 - 4.1.1. a report is made annually to Trustee Board to establish the effectiveness of Registration and Standards Committee in connection with the principal aims of the Committee;
 - 4.1.2. an annual assessment of risk elements relevant to the remit of the Committee.

5. Strategic Planning and Management

The Committee will produce an annual activity plan and review its achievements against this plan at the end of each annual cycle.

6. Constitution and Membership

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

- 6.1. Membership of the Committee shall comprise:
 - 6.1.1. A Chair, appointed by the Trustee Board on the recommendation of Nominations Committee
 - 6.1.2. A BCS Director or senior member of staff nominated by the Chief Executive.
 - 6.1.3. Up to 6 other members who will normally be Chartered members of BCS..
- 6.2. Members of the Committee will be selected on the basis of their knowledge and expertise in the regulation and awarding of professional standards and
 - 6.2.1. Volunteers who are not Chartered members of BCS may be selected subject to demonstrable understanding of the value of membership and certification for individuals at every stage of their careers
 - 6.2.2. At least 2 members of the Committee will hold Chartered Engineer registration
- 6.3. The Chair of any Committees that report to RSC will normally be nominated for membership of the Committee.
- 6.4. Appointment of all members shall be for a maximum of three years, with the exception of the senior HQ member who shall remain on the Committee for as long as the Chief Executive sees fit. Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service.
- 6.5. The quorum shall be 3 members of the committee or one quarter of the total membership of the committee, rounded up to the nearest whole number, whichever is the greater including at least one member who is a Fellow of BCS, one member who holds Chartered IT Professional registration and one member who holds Chartered Engineer registration.

A member of the Committee who attends a meeting by means of any communication equipment which 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.
- 6.6. The Committee may, through the Chair, invite others to attend its meetings as necessary to assist with the business of the Committee. Such attendees will not have the right to vote.
- 6.7. The Committee shall be convened when necessary, but at least 3 times per year. For the avoidance of doubt, an electronic meeting (formally minuted conference call) will count towards the quota of 3 meetings per year but at least one of the three meetings should be face-to-face.
- 6.8. All members must commit reasonable time and effort to the work of the Committee and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Committee may terminate his or her membership of the Committee, unless the non-attendance was owing to illness or other reasonable cause.

- 6.9. On the recommendation of the Chair of the Committee, the Trustee Board may cancel or suspend the membership of the Committee where the member's actions have, in the opinion of the Committee and of the Trustee Board, been detrimental to the work of the Committee.
- 6.10. In the event that the Committee's chair is unable to chair a meeting, the Chair or the Committee shall appoint another member of the Committee to chair that particular meeting.
- 6.11. In the event of a tied vote, the Chair shall have an additional casting vote.

7. List of Committees, Working Groups etc that report to the Committee.

The Committee will convene work groups from time to time to undertake discrete projects. The membership, scope and deliverables will be set out and the groups will normally be time limited and dissolved on completion of their task.

8. Approval and Review

These Terms of Reference shall be approved by the Trustee Board. They form part of Trustee Board Regulations. The Committee will review them annually.