



**BCS, The Chartered Institute for IT**  
**Employers Strategic Advisory Group**  
**Terms of Reference**

Responsible Body	Community Board
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Prepared by	Holly Porter/Jon Jeffery
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## **TERMS OF REFERENCE**

### **Employers Strategic Advisory Group**

#### **1. Status**

- 1.1. The Employers Strategic Advisory Group reports to the Community Board and is supported by the BCS Corporate Engagement and Membership Team.
- 1.2. These Terms of Reference are subordinate to those of the Community Board and the Institute's hierarchy of regulations governing the Community Board and this Committee, including Trustee Board Guidelines for the Conduct of Business in BCS Boards and Committees. In the event of a conflict between these Terms of Reference and any of the superordinate regulations, in any scenario, then the superordinate regulations will prevail in order of their precedence.

#### **2. Purpose**

The principal aims of the Group are to:

- 2.1. provide quarterly insights into trends, 'top of mind' challenges and opportunities for employers to inform the BCS corporate engagement programme.
- 2.2. advise on the nature of communications to employers.
- 2.3. provide advice and guidance to BCS on key programmes and propositions.
- 2.4. act as advocates of BCS to other employers to the wider market.

#### **3. Key Responsibilities**

In support of its purpose, the Group will:

- 3.1. Annually review the Institute business plan in relation to employer programmes or propositions.
- 3.2. identify opportunities and recommend programmes to engage employers.
- 3.3. advise on strategies for attracting non-members to BCS Organisational Membership.

#### **4. Constitution and Membership**

- 4.1. The selection and appointment of Group members will adhere to criteria agreed and published by the Community Board, taking into account the Group's requirements to represent a broad base of industry, ensuring that individuals appointed to represent their organisation have the requisite skills and seniority to provide insight and input with authority.
- 4.2. The Employers Strategic Advisory Group shall comprise:
  - The Chair, appointed on the recommendation of the Community Board and ratified by the Trustee Board.
  - Between 7 and 10 additional members representing organisations from the BCS organisational membership community.
  - Up to a further 2 members representing organisations who are not from organisations with BCS membership schemes or corporate contracts.
  - Director of Corporate Engagement, or other senior manager of the Institute, nominated on the advice of the Managing Director - Institute.

- 4.3. The Chair will be appointed through an interview panel process, overseen and ratified by the Community Board. The appointment as Chair will be for a two-year term and may be re-appointed for a second two-year term after which there must be a break of at least one year before serving in any capacity on the Group again.
- 4.4. The Chair will be an ex-officio member of the Community Board, reporting Group business to the Board and reporting relevant items of business to the Group from the Board. They will cease to be a member of the Community Board if they cease to be Chair of the Group.
- 4.5. The Chair will appoint all other members of the Group, subject to ratification by the Community Board. The Chair may make appointments conditional on a probationary term of up to 12 months in which case, full appointment will be subject to further ratification by the Community Board.
- 4.6. BCS staff will provide secretariat support.
- 4.7. The appointment of all committee members (except the Chair) shall be for a maximum of a two-year term, with the exception of the Director of Corporate Engagement (or other manager) who will remain on the Committee for as long as the Managing Director - Institute sees fit. The Chair may re-appoint retiring members for further terms, subject to a year's break after a maximum of four years' unbroken service and ratification by the Community Board.
- 4.8. The quorum shall be one quarter of the total membership of the Group, rounded up to the nearest whole number and must be at least three.
- 4.9. In the event that the Chair is unable to be present at any Group meeting, the Chair shall appoint another Advisory Group member to chair that particular meeting. In the absence of an appointed Chair, the Group will elect a member to act as Chair of the meeting.
- 4.10. In the event of the Chair becoming vacant (for whatever reason), the Community Board may appoint an interim to serve in that capacity for up to six months subject to ratification by Trustee Board.
- 4.11. All members must commit reasonable time and effort to the work of the Employers Strategic Advisory Group and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings, the Chair may terminate their membership of the Group, unless the non-attendance was owing to illness or other reasonable cause.
- 4.12. The Chair may request an electronic vote on an agenda item that cannot wait until the next scheduled meeting. Such a vote will be held in accordance with the 'Procedure for the Conduct of Electronic Meetings of BCS Boards and Committees'.
- 4.13. In the event of a tied vote, the Chair shall have an additional casting vote.
- 4.14. The Employers Strategic Advisory Group shall be convened at least 4 times per year.
- 4.15. On the recommendation of the Chair, the Community Board may cancel or suspend the membership of a group member where Community Board considers their actions are detrimental to the work of the Institute or Group.

- 4.16. Advisory Group members, in exercising their appointment, must put the interests of the Institute and the achievement of its objects above those of any constituent groups or areas of the Institute.

## **5. Planning and Management**

- 5.1. The Committee will report on its progress at the end of each annual cycle.

## **6. Approval and Review**

- 6.1. These Terms of Reference shall be approved by the Community Board.
- 6.2. The Employer Strategic Advisory Group shall review its terms of reference annually, usually at the first meeting following the AGM, and recommend amendments to the Community Board.