

TERMS OF REFERENCE – Registration and Standards Committee

1. Status

The Registration and Standards Committee reports to BCS Trustee Board.

2. Purpose

The principal aims of the Committee are:

- 2.1. To provide strategic oversight of admission of:
 - 2.1.1. individuals to membership of the Institute,
 - 2.1.2. members to the registers of standards developed and maintained by BCS consistent with the BCS responsibilities as an awarding body for BCS standards
 - 2.1.3. members to the registers of the Engineering Council or Science Council consistent with BCS status as a Licensed Body of these institutions
- 2.2. To exercise the responsibilities of BCS as the regulator for standards developed by BCS for professionals employed in the IT profession ensuring a clear separation between the process of regulation from promotion or award of such standards
- 2.3. Ensure the mitigation of risk to BCS associated with:
 - 2.3.1. admission of individuals to membership of the Institute
 - 2.3.2. its role as the regulator and registration body of standards developed by BCS for professionals employed in the IT profession
 - 2.3.3. its role and obligations as a body licenced to assess members against the standards set and maintained by Engineering Council and Science Council

3. Key Responsibilities

In support of its purpose the Committee will:

- 3.1. Review and maintain the structure for BCS membership making 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 including:
 - 3.1.1. the formation and maintenance of all BCS policies necessary to manage the membership of individuals of the Institute
- 3.2. Set, maintain and regularly review the definition of the Chartered IT Professional and Registered IT Technician standards and such other standards as the BCS Trustees may determine, paying heed to the needs and requirements of public, private and third sectors and the whole IT profession
- 3.3. Set, maintain and regularly review the requirements for the registers of CITP award holders and holders of certificates of current competence, plus such other registers as the BCS Trustees may determine. Including:
 - 3.3.1. the formation and maintenance of all BCS policies necessary to regulate the entry to the register(s)
 - 3.3.2. determining the routes to registration
- 3.4. Oversee the granting and renewal of all agreements entered into by BCS, The Chartered Institute for IT facilitating entry to the register of Chartered IT Professionals and other registers maintained and published by BCS ensuring acceptable standards of quality are maintained
- 3.5. Ensure appropriate mechanisms to mitigate risks to the Institute:
 - 3.5.1. as the regulator of BCS standards;
 - 3.5.2. for admission of individuals to membership of the Institute; and
 - 3.5.3. award of professional registration conferred by the Institute
 - 3.5.4. against loss of licensee status of Engineering Council and Science Council

- 3.6. Obtain external assurance of the CIP 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 Professional members of the Institute and hold Chartered status awarded by the Institute.
- 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.
- 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.

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.