

Title: SPSC Terms of Reference

In response to the BSI Board, the Standards Policy and Strategy Committee has discussed its Terms of Reference.

ANNEX B

Standards Policy and Strategy Committee

Terms of Reference

Pursuant to Bye-law 24 of The British Standards Institution ("BSI"), the Board of Directors of BSI ("Board") may establish such committees and advisory councils as may be required for the convenient administration of the work of BSI and may determine the constitution and terms of reference of any such committee and advisory council.

Pursuant to Bye-law 27, the committee concerned with the preparation of standards shall be known as the Standards Policy and Strategy Committee ("SPSC") and may set up such sector, policy and strategy or technical committees as it may think desirable. The SPSC and such other committees shall be representative of the interests of users, manufacturers, government departments and other persons or bodies concerned with their work.

These terms of reference have been approved and determined at a meeting of the Board duly convened and held on [insert new date].

These terms of reference will be reviewed at an interval not exceeding three/five years. [Suggestion for Board to determine a suitable interval].

1 Purpose

To represent the views of stakeholders; advise as appropriate BSI Knowledge on strategy, policy and organisational effectiveness; monitor delivery, in particular of the technical committees; and act as advocates for BSI's role as the UK's National Standards Body.

To enable it to perform its advisory role, SPSC shall develop and maintain working documents as necessary, including a long-term plan covering ideas likely to be of future strategic importance, together with its shorter-term work plan.

Representation of stakeholder views

- 1.1 To provide an independent focal point for the views of a broad representative sample of possible stakeholders in the work of BSI Standards in order to assist in developing and establishing the strategic direction and policy in national, European and international standards fora.
- 1.2 To advise on how national committees can engage with appropriate stakeholders in the development of particular standards.

Advisory role

- 1.3 To provide advice on current strategy, objectives and priorities for the development of standards which support the needs of the stakeholders of BSI Standards and are in the national interest.

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- 1.4 To monitor and advise on changes in business and society which could imply fundamental changes to the role and nature of the National Standards Body.
- 1.5 To provide advice on new processes for standards development in order to utilise available resources to best effect and ensure timely delivery of standards.
- 1.6 To provide advice on the development of ancillary products and services to add value to, support and enhance the use of standards.

Advocacy

- 1.7 To be advocates for the use of voluntary standards and for BSI's role as the UK's national standards body.
- 1.8 To encourage and develop the engagement and participation, at the highest level possible, of all stakeholders in the work of BSI Standards.

Monitoring the technical committees and appointments

- 1.9 To monitor and make recommendations on the suitability and effectiveness of BSI's technical committee structure, composition and succession, including their diversity, and make periodic reports to the Board.
- 1.10 In particular to establish and to dissolve sector, policy and strategy or technical committees, to determine their constitutions and terms of reference, and to appoint and ensure appropriate induction and training of the chair of each sector, policy and strategy or technical committee.
- 1.11 To resolve technical or representational disputes arising from work being carried out in the standards development field, save that the Board may decide or be asked to take a final decision to resolve issues where the SPSC itself has been unable to achieve a resolution.

Effectiveness of SPSC

- 1.12 To recommend suitable candidates for individual appointment to the SPSC by the Board, having taken advice from interested parties and ensuring that the strength and balance of the committee's membership is maintained.
- 1.13 To review the effectiveness of SPSC and to make recommendations to the Board.

Effectiveness of standards

- 1.14 SPSC shall consider how evidence is gathered on the effectiveness of standards and their use in society.

2 Membership

- 2.1** The Board shall appoint the chair and members of the SPSC for such term of office not exceeding three years as it shall determine. They shall then be eligible for re-appointment for further terms of one year at a time up to a further three years beyond which any further re-appointment should be subject to rigorous review by the Board annually; provided that a member who is also an employee of BSI may continue to serve as the chair or as a member of the SPSC without fixed term of office, subject to automatic termination on ceasing to be an employee of BSI and subject to the power of the Board at any time to remove such a person.
- 2.2** The SPSC shall be made up of at least ten members and shall include a non- executive director of the Board, BSI's Director-General Standards, BSI's Group Director Knowledge, a representative of the Electrotechnical Standardization Strategic Advisory Council, and a representative of the UK Government.
- 2.3** In addition to its members and the secretary, the Chairman, Chief Executive and Company Secretary of BSI shall be entitled to attend all meetings of the SPSC.

3 Secretary

The Director-General Standards or their nominee shall act as the Secretary of the SPSC.

4 Quorum

The quorum necessary for the transaction of business shall be three members, present physically or remotely, excluding the BSI executives. A duly convened meeting of the SPSC at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in the SPSC by the Board.

5 Capabilities, experience and skills of SPSC members

The SPSC membership will represent the diversity of UK society and of the UK economy and bring relevant and up-to-date experience. Members may represent a range of different perspectives, not necessarily solely related to their present working lives.

5.1 Representation

The composition of the SPSC membership will cover a range of different sector interests, including but not limited to:

- current and potential future users of standards (in the private and public sector), including manufacturing, technological and service industries, emerging industries, central and local government departments and charities;
- regulatory bodies interested in the promotion of best practice;
- consumers, covering also the needs of vulnerable people and minority groups;

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- society, third sector, including environmental NGOs;
- academics and researchers.

5.2 Experience and expertise

The SPSC membership will include members with experience or expertise in a range of areas, including:

- experience of working in senior commercial and public sector roles;
- familiarity with new technologies and business models;
- awareness of societal and economic developments and UK Government policies and priorities;
- experience of working internationally;
- experience of working in one of the UK's emerging industries;
- experience of working in an organization that has developed and/or implemented standards and other forms of best practice guidance;
- strong analytical capabilities;
- the ability and willingness to provide constructive challenge;
- experience of working on boards/committees

5.3 Membership and recruitment policy

SPSC shall maintain an overview of its own diversity, including:

- balance of membership and the range of interests, diversity and experience represented;
- succession planning, and targeting gaps in knowledge or expertise, bearing in mind also the need to operate at an optimum size.

6 Frequency of meetings

The SPSC shall meet four times a year and otherwise as required by the Board.

7 Notice of meetings

- 7.1** At least seven days' notice shall be given of every meeting of the SPSC, provided nevertheless that the chair or any three members, excluding the BSI executives, may in case of urgency convene a meeting on less than seven days' notice.
- 7.2** Notice of every meeting confirming the venue, time and date together with an agenda of items to be discussed shall be sent by post and/or email to each member of the SPSC and any other person entitled to attend.

8 Minutes of meetings

- 8.1 The secretary shall minute the proceedings and resolutions of all meetings of the SPSC, including recording the names of those present and in attendance.
- 8.2 The secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.
- 8.3 Minutes of meetings shall be circulated promptly to all members of the SPSC and, once agreed, to any attendees and to the Board.

9 Reporting responsibilities and communications with the Board

- 9.1 The SPSC chair shall report to the Director-General Standards on the SPSC's proceedings after every meeting on all matters within its duties and responsibilities and shall make a personal report to the Board on request (which typically shall be made once or twice a year). A brief written summary of each SPSC meeting shall be provided to the Board and to SPSC members.
- 9.2 The SPSC shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.
- 9.3 The Board, via its representative on SPSC, the BSI Chairman, or a member of the BSI executive team, shall brief SPSC on relevant matters, including strategic context and risk; it may also draw SPSC's attention to areas of interest, or invite specific feedback from SPSC on matters of interest on an ad hoc basis, respecting at all times SPSC's independence.
- 9.4 SPSC Members may be invited to join Board members at common strategy and planning events, as arranged between the Board and SPSC from time to time.