

ISEP PROFESSIONAL STANDARDS COMMITTEE (PSC) TERMS OF REFERENCE

APPROVED BY ISEP BOARD OCTOBER 2024

CONTEXT

The Board of ISEP is responsible (and accountable) to its members for creating a globally recognised professional body. This means ISEP's Professional Standards should be valid and have the right professional profile.

In order to achieve this aim, the Professional Standards Committee will act as the Board expert committee to oversee the work the executive undertake to meet this objective, reporting back to the Board and acting on its delegated authorities on any developments.

Purpose	<p>The Professional Standards Committee (PSC) is a sub-committee of the ISEP Board, responsible for ensuring that ISEP's professional standards, assessments, and training are global, valid, and fair.</p> <p>Definition of validity used in this ToR is - <i>whether we are assessing the right thing, in the right way, to assure the accuracy and usefulness of assessment results.</i></p>
Remit and Responsibilities	<ul style="list-style-type: none"> • To advise (and recommend to) the Board on the development of strategic plans relating to Professional Standards activity • Ensure adequate operational processes and performance systems relating to Professional Standards activity are in place, and are monitored effectively • Ensure ISEP's approach to CPD is appropriate and consistent with its purpose • Ensure ISEP's Skills Map across ISEP's scope and geography is current and valid • Ensure that ISEP's assessments against Professional Standards are conducted fairly, consistently and appropriately • Ensure the appeals process is fit for purpose and is consistently applied • Ensure the Code of Professional Conduct and Disciplinary process is fit for purpose and consistently applied • Ensure ISEP's system delivers appropriate quality of training and upholds the standards of ISEP courses • Ensure ISEP have a fit for purpose audit and QA functions to approve ISEP's training providers • To act as guardian of the reputation of the profession, including ISEP's Code of Professional Conduct • Ensure ISEP's Professional Standards activity embraces diversity and inclusion

Authorities	<ul style="list-style-type: none"> To review and approve development plans relating to ISEP's Professional Standards activity, highlighting areas of risk or opportunity Report to the Board on performance matters relating to ISEP's Professional Standards Committee activity To recommend to the Board any material changes in ISEP's Professional Standards, assessment methodologies and Skills Map To request performance data and corrective action on matters relating to PSC purpose To create sub-committees and delegate to them where needed to effectively discharge its remit and responsibilities
Status	The PSC is a sub-committee of the Board
Membership	<ul style="list-style-type: none"> The Chair of the PSC will be appointed by the Board and will also serve as a Non-Executive Director of the Board The Chair of the PSC will appoint a Deputy Chair The Chair will appoint new PSC members through a formal and transparent recruitment process, covering the mix of skills appropriate to ISEP's strategic direction The PSC will comprise up to 8 members (minimum 4) Each member of the PSC will be at Full or Fellow level (or if independent will have appropriate experience) Each appointment will be a fixed term of 3 years, renewable once only consecutively A quorum comprises 4 members of the PSC The authority and ToR of the PSC will be reviewed and determined regularly by the Board PSC members who miss 3 or more consecutive scheduled meetings without acceptable reasons agreed with the Chair, will be considered to have resigned from the PSC The PSC will regularly review its own performance, constitution and terms of reference, to ensure it is operating to optimum effect and recommend any changes it considers necessary to the Board for approval If specialist skills are required for the PSC's work programme, individuals will be co-opted onto the committee for a limited period. These individuals do not need to be a member of ISEP
Capabilities	<ul style="list-style-type: none"> Membership of the PSC shall reflect the range of knowledge, skills and experience needed to conduct its duties. The majority of the PSC will be ISEP members The capabilities of PSC will be determined by the Chair - The PSC shall have collective relevant experience of professional standards and assessment methodologies and skills to assist the functions of the PSC
Vested interest	<ul style="list-style-type: none"> Members will be expected to work with the sole aim of contributing to ISEP's members interest Any vested interest or conflict of interest must be declared by members Members may be asked to abstain from decisions over which they have a vested or conflict of interest If the PSC Chair has a vested or conflict of interest, the Deputy Chair will act as Chair for that decision If a vested interest is deemed to impact the integrity or validity of the group in fulfilling its purpose, members may be asked to leave the group

Meetings	<ul style="list-style-type: none"> • The PSC shall meet at least 3 times a year, or at the discretion of the Chairperson, and in agreement with the executive and committee members • Timely notice of all meetings will be offered, along with supporting papers • Only PSC members are able to attend meetings unless by invitation of the Chair • Virtual meetings will be the norm
Reporting	<ul style="list-style-type: none"> • ISEP will provide secretariat support to the PSC. • Approved minutes will be considered accessible to members of the Board • The Chair of PSC will report into the Board on all matters relating to the PSC