



APPROVED OPERATOR SCHEME BOARD

TERMS OF REFERENCE

To be responsible to Council, through the Executive Board, for:

1. Overseeing the Association's involvement in the AOS by monitoring the work of the AOS team to ensure that:
 - The scheme is financially viable and self-financing
 - The scheme is subject to continuous review and improvement and to make recommendations for improvements and development.
 - Appropriate Industry and public awareness campaigns are undertaken.
 - Members of the scheme are properly and continuously checked and audited to ensure compliance.
 - The Code of Practice(s) and Guidance related to the scheme are continuously reviewed and recommendations for improvement identified to ensure they reflect current law and best practice.
 - The Database is maintained and developed commensurate with the needs of the Scheme.
2. Ensuring that the BPA's management of the Scheme is appropriately represented at meetings with Government (including DVLA/SIA) and other interested parties.
3. Considering and recommending improvements to the scheme criteria and its administration.
4. Agreeing an annual business plan and budget for the approval by BPA Council.
5. Monitoring expenditure and income against budget.
6. Protecting the interests of the Association and enhance the reputation of the Parking Industry in the development and management of the scheme.
7. Reporting on its activities to the Executive Board.
8. Co-operating with other BPA committees.

ADMINISTRATION

1. The Board may appoint such Working Groups/Committees, as it considers necessary from time to time and shall specify the terms of reference of such Working Groups.
2. The Board may delegate any of its functions to the Chair of Board, the Chief Executive of the BPA or to a Senior BPA Staff Member except for the following:
 - a. The approval of the Annual Report of the Board for inclusion in the BPA Annual Report.
 - b. The approval of the Annual Action Plan and the annual budget for the AOS.
 - c. The approval of expenditure above an agreed budget as agreed with the BPA Council.
3. Minutes (comprising Action Notes and Key Decisions only) shall be taken of all meetings of the Board and made available, within a reasonable timeframe, for scrutiny by AOS members on request
4. The Board shall produce an Annual Report which shall be incorporated into the BPA Annual Report, which shall deal with the activities of the AOS since the previous Annual Report

PUBLIC RELATIONS

1. The Board shall have no direct contact with the Press or Media or release press statements without the BPA approval. All press enquiries should be directed through the Association's PR office.
2. The Board shall aim to enhance the reputation and standing of the BPA / AOS and do nothing to bring the name of the BPA / AOS into disrepute.
3. The use of the BPA / AOS logo and references to BPA / AOS recognition shall, at all times, be in strict accordance with the Association's guidelines.

COMPOSITION OF BOARD

1. The Board shall comprise:
 - a. Chair
 - b. Two ordinary Members (representing Government, e.g. DfT, BERR, SIA, DVLA)
 - c. Two ordinary Members (representing Consumers, e.g. AA, RAC, IAM, WHICH? etc.)
 - d. Four Operators (representing AOS members e.g. Clamping/Ticketing/ANPR).
 - e. Two Client Members (representing Landowners e.g.

BCSC/ATCM/BRC/ATOC

- f. Two BPA Council Members
 - g. The BPA Chief Executive (Ex Officio)
 - h. The BPA President (Ex Officio)
 - i. The BPA Honorary Treasurer (Ex Officio)
2. The Board may invite others with relevant experience and expertise, including professional advisers and external consultants, to attend Board meetings from time to time in an advisory non-voting capacity.
 3. At least four Members plus one BPA Council Member must be present at a meeting for a quorum.
 4. The Board shall meet as and when the business of the AOS may require but normally at least every four months

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