

PROFESSIONAL DEVELOPMENT & STANDARDS BOARD

TERMS OF REFERENCE

1. Background

This document sets out the Professional Development & Standards Board's (PDS) terms of reference by defining its purpose, membership, conduct and relationships with other bodies. The Board will also provide guidance and advice to enable the Association to achieve its Vision - *"To achieve excellence in parking for all."*

2. Purpose

2.1 The purpose of the PDS Board is to:

- i. Enable the BPA to maintain and enhance its position as the leading professional body in parking.
- ii. To make parking a recognised profession through placing the customer at the heart of its thinking.

3. Activities

3.1 The PDS Board will initiate and/or oversee the following:

- i. The development of the AOS Code of Practice in conjunction with the Operational Service Board
- ii. The design, development and delivery of services for:
 - a. Corporate membership
 - b. Individual membership
- iii. The activities of:
 - a. Interest groups
 - b. Regional groups
- iv. The organisation of major events
- v. Frameworks linked to training, professional development and qualifications for individuals working in the parking sector
- vi. The PDS Board is responsible for any policy issues emerging from the Professional Conduct Panel (though the Panel will report to the BPA Board on its deliberations).

4. Membership

4.1 Composition

Voting Members:

		<i>Term of Office</i>
Chair of PDS Board	<i>Elected by and from representatives of BPA Corporate membership organisations on the Council of Representatives and sits on the BPA Board.</i>	<i>Two Years</i>
6 x Council of Representative Members	<i>Elected by and from the Council of Representatives. No more than one representative from any electoral college.</i> <i>For consistency of reporting, 1 of the places to be held by the:</i> <ul style="list-style-type: none"> • <i>Chair of the Professional Conduct Panel</i> 	<i>Three years</i>
7 x Members	Elected from and by the BPA membership: <ul style="list-style-type: none"> • 1 x Operator/service provider (eg civil enforcement agents, AOS members, national operators) • 1 x Client representative (eg local authorities, healthcare, higher education) • 2 x Individual Members • 1 x Learning Provider Member • 2 x Members - <i>No more than one representative from any electoral college</i> 	Three Years
Up to 2 Appointed External Representatives	<i>To be appointed by the Council of Representatives to represent consumer stakeholders</i>	<i>Three Years</i>

Non-Voting Members:

Chair of BPA Board	<i>Attends as required</i>
Government Representatives	<i>DfT, DVLA etc</i>
Partner Organisations / Invitees	<i>WAMITAB</i>
Chief Executive of the BPA	<i>Ex-officio</i>
Company Secretary and/or Head of Membership & Information Management	<i>Or other BPA Executive staff as required.</i>

4.2 Invitees and Co-Opted Members

The PDS Board may invite others with relevant experience and expertise, including professional advisers, external consultants and non-BPA members to attend PDS Board meetings from time to time in an advisory non-voting capacity.

4.3 Term of membership and other issues

The term of office for the Chair shall be two years and elected members and appointed members shall be three years. The Chair and members may be reappointed at the end of a term of membership. There are no limits on the number of times a Chair and / or Ordinary member can stand or be elected into post. A Vice-Chair will be appointed from within the PDS Board and will deputise for the Chair in his/her absence. That appointment will last for a maximum of 3 years.

4.4 Secretariat

The work generated by the PDS Board will be supported by BPA staff who will take responsibility for preparation and distribution of papers. There will be occasions when a number of members of the secretariat will attend the Board.

4.5 Quorum

A quorum necessary for the transaction of business shall be **SIX** voting members which includes the Chair/Vice chair (and ONE other Council of Representatives member).

5 Conduct of Meetings

5.1 Voting Table 4.1 above sets out voting rights. Any resolution of the PDS Board shall be passed by a simple majority of the votes of members of the PDS Board present at the meeting. In the case of an equality of votes, the Chair of the PDS Board shall have a second (or casting) vote.

5.2 Decisions of the PDS Board may be taken at several levels:

- By the full Board either at meetings or by correspondence between meetings.
- By a single Board member authorised by the full Board.
- By a BPA staff member authorised by the Board (with delegated authority).

5.3 Attendance at PDS Board Meetings

A minimum attendance is required of PDS Board Members to ensure that best practice in board governance is reached and maintained. *Those members that fail to attend at least three in any consecutive four meetings of the PDS Board, without showing good cause (e.g. a long-term illness, etc), may be automatically removed from the Board and will not be eligible to stand for re-election for one year.*

5.4 Sub-Committees and Working Groups

The PDS Board may appoint such sub-committees / working groups as it considers necessary from time to time and shall specify the terms of reference of such groups.

5.5 Frequency of meetings

The PDS Board shall meet as and when the business dictates but normally about every four months in a published schedule. The Chair will be responsible with the Secretariat for calling additional meetings as required.

5.6 Agendas for meetings and supporting papers

The agenda of items to be discussed and supporting papers will be published electronically at the earliest opportunity and normally at least seven days before the meeting.

5.7 Notes of meetings

The Secretariat shall take notes of the proceedings of all meetings of the PDS Board, including recording the names of those present and resolutions/decisions made. Notes shall be made available, within 10 working days, for scrutiny by BPA members on request. *It should be noted that the BPA is not subject to FOI requests unlike public sector organisations and therefore the notes should not be circulated to external bodies or persons without seeking the permission of the Chief Executive or Director of Corporate and Public Affairs*

5.8 Website

It will be good practice for the work of the PDS Board to be publicised on the BPA's website.

5.9 Risks

A risk register will be maintained as part of the planning process.

6. Relationships

It is important to ensure sound relationships with stakeholders and partners. In particular, the following are of special interest.

6.1 BPA Board

To ensure appropriate corporate governance, the PDS Board is answerable to the BPA Board. The Chair shall formally submit brief progress reports to meetings of the BPA Board and Council of Representatives as required. The Chair will also submit a review of the PDS Board's activities over the year for inclusion in the BPA Annual Report, covering its workstreams and outputs since the previous edition of the same.

6.2 The Parking Profession

Whilst the PDS Board is part of the BPA's work, it will nevertheless always endeavour to ascertain and keep informed of the knowledge, skills and professional development needs of the whole sector.

6.3 Partner Organisations

The BPA forms partnerships and contracts with external bodies (e.g. WAMITAB/Inspiring Business Performance) and separate memorandum of

understanding or other contractual arrangement will be maintained with external bodies as appropriate.

7. Public Relations

- 7.1 The PDS Board shall have no direct contact with the press or media or release press statements. All press enquiries should be directed through the BPA's Public Affairs and Communications team.
- 7.2 The PDS Board shall aim to enhance the reputation and standing of the BPA and its members and do nothing to bring the name of the body into disrepute.
- 7.3 The use of BPA logos and references to BPA recognition shall, at all times, be in strict accordance with the appropriate guidelines.
- 7.4 As referred to in 5.7 above, it should be noted that the BPA is not subject to FOI requests.