

TECHNOLOGY, INNOVATION AND RESEARCH BOARD

TERMS OF REFERENCE

1. Background

This document sets out the Technology, Innovation and Research (TIR) Board terms of reference by defining its purpose, membership, conduct and its relationships with other bodies. The TIR Board will provide guidance and advice to enable the Association to realise its Vision - *“To achieve excellence in parking for all.”*

2. Purpose

2.1. The purpose of the TIR Board is:

- i. Enable the BPA to maintain and enhance its position as the leading professional body in parking
- ii. To promote the improvement and betterment of the parking sector by advocating the adoption of new technology, innovation and through thorough research

3. Activities

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

- i. The design, development and delivery of an annual research programme
- ii. Providing information, knowledge and advice to membership on delivering, developing and deploying new technology, good parking management and consistency across the sector via:
 - (a) Interest groups meeting
 - (b) Regional group meeting
 - (c) Major events
 - (d) Presentations and briefing documents
 - (e) Other relevant communication channels
- iii. Manage social and policy research in collaboration with the Public Affairs and Communication Board to support and evidence the Public Affairs work
- iv. The promotion of socially responsible and sustainable innovation in collaboration with all Departmental Service Boards and members.
- v. Encouraging and overseeing the monitoring of compliance with legal and technical standards in the use information technologies and systems for parking services
- vi. Overseeing the John Heasman Bursary including but not limited to:
 - Development and maintenance of criteria for the Bursary
 - Promotion of the Bursary
 - Overseeing the award of monies for individual research initiatives
- vii. Support the work of the Alliance for Parking Data Standards.

3.2. The TIR Board is established by and reports to the BPA Board and its work extends across the whole of the parking sector. TIR Board will consider the government's approach to the regulation of the parking sector and other professional standards.

4. Membership

4.1. Composition

Voting Members:

		<i>Term of Office</i>
Chair of Research Innovation and Technology Board	<i>Elected by and from representatives of BPA Corporate membership on the Council of Representatives and sits on the BPA Board.</i>	<i>Two Years</i>
5 x Council of Representative Members	<i>Elected by and from the Council of Representatives. No more than one representative from any one membership group.</i>	<i>Three years</i>
2 x Members	Elected by and from the BPA membership	<i>Three Years</i>
2 x Members with relevant technology and innovation experience	Elected by and from the BPA membership	<i>Three Years</i>
2 x Members with research experience	Elected by and from the BPA membership	<i>Three Years</i>
1 x Member representing the Public Affairs and Communications Board	Chair/Vice Chair Public Affairs and Communications Board	<i>Three Years</i>

Non-Voting/Invited Members:

Chair of BPA Board	<i>Attend as required</i>
Director of the Alliance for Parking Data Standards	<i>Ex-officio</i>
Chief Executive of the BPA	<i>Ex-officio</i>
Director of Corporate & Public Affairs and/or Head of Technology, Innovation and Research	<i>Or other BPA Executive staff as required.</i>

4.2. Invitees and Co-Opted Members

The TIR Board may invite others with relevant experience and expertise, including professional advisers, research institutions, external consultants and non-BPA members to attend 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 their 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 TIR 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 TIR Board will be supported by BPA staff who will take responsibility for preparation and distribution of papers. There will be occasions when several members of BPA staff will attend the TIR 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 TIR Board shall be passed by a simple majority of the votes of members present at the meeting. In the case of an equality of votes, the Chair shall have a second (or casting) vote.

5.2. Decisions of the TIR 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 TIR Board Meetings

A minimum attendance is required of TIR 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 TIR 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 TIR 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 TIR Board shall meet as and when the business dictates but normally at least 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, normally at least seven days before the meeting.

5.7. Notes of meetings

The Secretariat shall take notes of the proceedings of all meetings, 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 the Company Secretary.*

5.8. Website

It will be good practice to publish the work of the TIR Board on the BPA's website.

5.9. Planning

The TIR Board will take account of BPA plans when contributing to the 5-year strategic plan and plan which include a work programme and budget implications.

5.10. 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. The following are of special interest:

6.1. BPA Board

To ensure appropriate corporate governance, the TIR 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 TIR 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 TIR 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 from time to time and separate memorandum of understanding or other contractual arrangement will be maintained with external bodies as appropriate

7. Public Relations

7.1. The TIR 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 media officer.

7.2. The TIR 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 4.7 above, it should be noted that the BPA is not subject to FOI requests.