

## BCS, The Chartered Institute for IT

### BCS Inclusion Community of Expertise Leadership Group

#### Terms of Reference

##### 1. Status

A Community of Expertise is to be an umbrella group allowing the expert knowledge from across the Institute's wider membership and the various member or permanent expert groups, to come together on a specific topic and deliver a programme of activity which has been approved by the Board.

The BCS Inclusion Community of Expertise Executive leadership group reports to the Institute's Policy and Public Affairs Board, via the Chair of the ICoE Executive group.

##### 2. Purpose

The principal aims of the ICoE are to:

- 2.1 ensure that the activities of PPAB, in particular its objective for IT to be recognized as an exemplarily inclusive profession meet the objects of the Royal Charter <sup>1</sup>
- 2.2 ensure that the activities of PPAB support the BCS strategic objectives <sup>2</sup>
- 2.3 support the work of leading organisations in the definition of public and professional policy related to societal issues concerned with diversity, inclusivity and equality with regard to the use of technology.
- 2.4 promote access to the benefits of IT systems by coordinating the work of relevant groups within the Institute to contribute to the body of evidence of how information technologies can help the economic, cultural and social well-being of society and individuals.

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<sup>1</sup> to promote the study and practice of Computing and to advance knowledge and education for the benefit of the public.

<sup>2</sup> BCS strategic objectives:

1. Bridging the gap between education practice and research.
2. Giving practitioners the professional development and career support they deserve.
3. Informing public policy on how IT can contribute to society.
4. Ensuring everyone benefits from IT.
5. Championing the global IT profession.

### **3. Key Responsibilities**

In support of its purpose the ICoE Executive will:

- 3.1 Work in conjunction with relevant BCS specialist, member and expert groups to implement an annual programme of work in support of the objectives of PPAB.
- 3.2 Lead the Institute's response to public consultations when appropriate through the BCS GRG processes with the oversight of PPAB.
- 3.3 Research ideas and develop proposals for products, services, recommendations, conferences, seminars and any other activity that may benefit the BCS membership and the wider community in the Inclusion field.
- 3.4 Under the oversight of PPAB, advise the Institute's Executive on appropriate Inclusion, Diversity, Accessibility and Equality policy and assist in implementing improvements in these areas.
- 3.5 Build a relationship with government and influential bodies in inclusion to propagate a progressive approach to the use of IT.
- 3.6 Manage and oversee relations with partner organisations and industry to support initiatives and share best practice.
- 3.7 Manage and oversee the delivery of the Institute's Unconscious Bias programme, ensuring that all BCS Boards and Committees approve only members who have undertaken the training.
- 3.8 Work with other BCS Boards and Committees specifically to increase the number of women members of the institute and develop a stronger pipeline of women candidates.
- 3.9 Ensure that the resources of the ICoE are used wisely.

### **4. Strategic Planning and Management**

The BCS ICoE Executive will set, communicate, and review the strategic direction of Inclusion, Accessibility, Diversity and Equality matters across the Institute's groups. It will produce an annual strategy and activity plan supporting PPAB's operational plan and will review achievements against this plan at the end of each annual cycle.

### **5. Constitution and Membership**

All appointments to the ICoE Executive, with the exception of the Chair, shall be based on nominations by the ICoE, subject to ratification by the Policy and Public Affairs Board.

The Chair of the ICoE Executive will be appointed by Policy and Public Affairs Board and will normally be an ex-officio member of that Board.

5.1 Membership of the ICoE Executive shall comprise:

- A member of the senior management of the Institute, nominated by the Chief Executive
- Any position specifically required

- Up to 12 other members, of whom the majority should be Professional Members of the Society, subject to the total membership not exceeding 16.

5.2 Appointments for all members shall be for a maximum of three years, with the exception of the senior HQ member who shall remain on the ICoE Executive for as long as the Chief Executive sees fit. Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service.

5.3 ICoE Executive members, representing specific constituents may appoint an alternative to represent them on ICoE business with the prior agreement of the ICoE Chair.

5.4 Each member must be prepared to contribute to matters within his or her competence that are discussed by the ICoE, and must fairly represent the views of the panel in all significant respects when discussing the actions of the ICoE with others.

5.5 The quorum shall be one quarter of the total membership of the Executive group, rounded up to the nearest whole number, of which a majority should be Professional Members of the Institute.

5.6 All members must commit reasonable time and effort to the work of the ICoE Executive and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Executive may terminate his or her membership of Executive, unless the non-attendance was owing to illness or other reasonable cause.

5.7 On the recommendation of the Chair of the ICoE, the PPAB may cancel or suspend the membership of that Executive where the member's actions have, in the opinion of the ICoE Executive and of the PPAB, been detrimental to the work of the ICoE Executive.

5.8 In the event of a tied vote, the Chair shall have an additional casting vote.

## **6. Committees, Expert Panels and Working Groups that report to the BCS ICoE**

Committees may be with the agreement of the Executive and the approval of PPAB. These will either be Standing Committees whose membership is predominately comprised of BCS Members or Working Groups formed for a discrete purpose.

## **7. Approval and Review**

These Terms of Reference shall be approved by the Policy and Public Affairs Board. The ICoE Executive will review them on an annual basis, usually at the Executive meeting immediately preceding the AGM, for approval by PPAB after the AGM.