



CIMSPA

Standards
Professionalism
Advocacy

HOME NATIONS PROFESSIONAL DEVELOPMENT BOARD

Home Nations Workforce Policy

Development Board Terms of Reference

Version March 2023

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Introduction

The Home Nation(s) Workforce Policy Development Board(s) (WPDB) are non-mandatory and will be led by the relevant, appropriate government departments and/or executive non-departmental public bodies.

For England, the UK Professional Development board will fulfil this function.

Scope

Home nations have significant differences in areas such as; legal systems, education policy, funding, delivery infrastructure and career pathways. It is appropriate that this group is led by and made up of the relevant stakeholders for their specific region and has the flexibility to operate in line with home country's policy and priorities.

Purpose

The Home Nations WPDB aims to ensure the successful delivery of the UK skills strategy within the relevant home nation and to identify and advise UK committees of home country differences.

Roles & Responsibilities

The three primary focuses of the group are:

1. To act as ambassadors for the sport and physical activity workforce
2. Provide consultation and feedback on relevant workforce policy
3. To distribute approved communication messages through their networks.

The role of the Home Country WPBD is to also:

- Review the work of the UK WPDB and interpret it for delivery in the home country.
- Ensure the WPDC industry policies are cognisant of home country differences.
- Engage, lead and influence home country stakeholders, for example, the Scottish Qualifications Authority, to align with the defined sector skills strategy.
- Ensure all education products are aligned to the UK Professional Standards, for example, apprenticeship frameworks.
- Ensure Professional Standards are embedded where appropriate within the home country's skills system.

Membership

Membership of the Home Countries WPDB will be employer-led and determined by the relevant, appropriate government departments and/or executive non-departmental public bodies. i.e. sportscotland, Sport Wales and Sport Northern Ireland.

The following will be implemented in the recruitment of committee members:

- Advertisements for the members will be made publicly available but led and determined by the appropriate government departments and/or executive non-departmental public bodies.

CIMSPA will provide the secretariat, and non-members will be invited where there is an appropriate agenda item as determined by the chair and vice chair.

Tenures & Elapse

Members will be elected for a minimum 12-month term and may remain members for as long as their skillset and experience support the work the Board or committee have been tasked to do and aligns with CIMSPA's vision, mission, and strategic goals.

Quorum

The quorum necessary for the transaction of business shall be five members. This should include the Chair or Vice-Chair if the Chair is unavailable.

Meetings

The WPDB shall convene with the agreement of both the chair and vice chair with secretariat support from CIMSPA up to three times a calendar year.

1. Not less than 21 days written notice shall be given to every member of the WPDB for each meeting; the dates of which and timings (between office hours of 9am – 5pm) are agreed at the beginning of a calendar year.
2. Papers for the WPDB will be circulated not less than five working days before each meeting.
3. Where the chair is unable to attend, the vice chair will assume this role and manage and steer the meeting accordingly.

Where recommendations or action are needed by the WPDB more urgently than would be allowed by consideration at the next meeting, the matter will be dealt with by correspondence to the collective group.

Task & Finish Sub-Groups

The use of task and finish subgroups is encouraged and should be given a clear purpose to achieve any task outlined.

For example, the UK professional advisory board could consider a subgroup to ensure technical education reform in England is monitored between now and 2025.

Additional information

Declaration of Interest

In accordance with CIMSPA's conflict of interest policy, each member as appointed to the WPDB must declare any conflicts of interests and declare any interests that they have. This declaration will be managed and addressed at each WPDB meeting. Members of the WPDB will also be asked to update the declaration of interest form and register in the event that their circumstances change or at the annual review, which will take place in accordance with CIMSPA's board of trustees' annual plan.

CIMSPA Board and Sub-Committee Member Code of Conduct

Members of the WPDB are required to agree to the CIMSPA Board and Sub-Committee Code of Conduct to maintain the integrity of its Boards and Committees.

CIMSPA Anti-Bribery Policy

Members of the WPDB are required to agree to CIMSPA's Anti-Bribery Policy to maintain the integrity of its Boards and Committees.

CIMSPA Declaration of Good Character

Members of the WPDB are required to agree to complete CIMSPA's Declaration of Good Character to maintain the integrity of its Boards and Committees.

Review

The UK Workforce Policy Development Board terms of reference will be reviewed by the board of trustees annually unless changes in policy, governance or other circumstances require a review prior to this date. They will then be reviewed annually in accordance with the board's annual plan.