



SPG COMMITTEE
TERMS OF REFERENCE¹

The Remit of the SPG Committee is to guide Scottish policy work that is in line with the BES strategic aims. This includes, but is not limited to: policy events and projects, providing training, consultation responses, and the creation of policy guides among other things.

The SPG Committee will report to the BES Policy Committee, who will report on activities to the BES Board of Trustees. There will be at least one SPG Committee member that links directly to BES Policy Committee to ensure a UK strategy and will act as the groups Policy Committee Representative.

Members of the SPG Policy Committee agree to the following as conditions of membership:

1. Attend three SPG Committee meetings per year. Inability to attend three consecutive meetings will require assessment of that individual's membership of the Committee.
2. To openly contribute opinions and expertise during meetings, taking the role of advisors based on their area of experience to guide BES Staff in ensuring proposals align with the strategic plans.
3. To make themselves available for direct consultation by BES staff regarding government consultation responses, among other things.
4. To assist BES Staff in the production of papers or discussions on their key areas of expertise to share with the SPG Committee. Such requests will be limited per year to manage member workload.
5. To advise BES Staff on the development of strategic aims for SPG Committee, and implantation methodologies for achieving these aims.
6. To provide timely and critical feedback on consultation responses.

¹ This TOR may be subject to change.

7. Members and BES Staff will openly state conflicts of interest that may affect the guidance given to and decisions made by the SPG Committee.
8. Revise and update the Vision and Strategy every three years.

PROCEDURES

SPG Committee will meet at least three times a year. The SPG Committee shall be quorate if three members are present in addition to the BES Staff Secretariat and Chair or Vice-Chair. The BES Staff Secretariat will produce meeting minutes to be circulated and which will be archived and circulated amongst Members once approved by the Chair or Vice Chair.

Guidance given by SPG Committee is at the discretion of BES Staff to implement as appropriate based on their own knowledge or other practicalities. For accountability to be maintained, the BES Staff Secretariat must obtain approval from the Chair or Vice-Chair when significant actions taken;

- a) directly opposing the consensus decision given by SPG Committee
- b) when activities agreed on by SPG Committee are no longer to be conducted or are altered significantly, and
- c) when conducting activities not previously outlined to SPG Committee for discussion. Agreed changes will then be reported to SPG Committee. Minor deviations from plans agreed are not required to be reported.

RECRUITMENT AND MEMBERSHIP

One BES Policy Officer will act as SPG Committee Secretariat, leading coordination of activities. The SPG Committee can be comprised of up to 12 members, including a Chair and Vice-Chair, and external observers contributing relevant expertise. At least one member

- must be a graduate student, acting as 'Early Career Representative'.
- will be the 'Equalities and Diversity Representative'
- will be the 'BES Policy Committee Representative' abiding to its remit.

Members will be recruited in accordance with SPG policy relating to unpaid volunteers, via an openly publicised call to the BES Membership and through direct approaches to candidates. The BES Secretariat of SPG Committee is permitted to shortlist applicants for SPG Committee's consideration.

Members will be chosen for their representation of the BES community, experience and knowledge relating to Scottish Policy and their understanding of the BES. Ordinary Members will be appointed for an initial term of three years, and will subsequently be invited to apply for re-election.

The Chair and Vice-Chair of SPG Committee will be elected from within the membership of the SPG Committee and may include an open call for applicants at SPG Committees discretion. There is the expectation that in the instance that the Chair is not available then the Vice-Chair will fill in on a temporary basis. Being the Vice-Chair of the SPG Committee is not a guarantee of being the Chair of the SPG Committee in the future.

The Vice-Chair position will last for no longer than three years before a majority decision by SPG Committee is required to allow re-election without an open recruitment process, or to open up an open recruitment process. The Chair and Vice-Chair can serve a maximum of three consecutive terms before stepping down, with a minimum of three years elapsing before further re-election.