

CIMSPA Governance Handbook – Education, Regulation and Standards.

November 2020



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1 About this Handbook

The handbook has been designed to provide all members of the regulation and standards governance system with a single source of guidance, support and answers to aid them in successfully undertaking their role.

This handbook contains: policies, procedures, guidance and governance relevant to their group membership. It outlines duties, roles and responsibilities and contains policies and procedures that as part of the governance structure you will need to own, abide by, implement, enforce, review and improve.

This handbook is a tool to be used to ensure strategy, policies and procedures are put into action and evaluated.

The CIMSPA team and I are dedicated to making our Chartered Institute a success and look forward to working with you and supporting you. When you are ready to ask any questions, please do not hesitate to contact me or the any member of the CIMSPA team.

Tara Dillon

CIMSPA CEO.

2 The Chartered Institute for the Management of Sport and Physical Activity

2.1 About

The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), was launched in 2011 and is the professional development body for the UK's sport and physical activity sector. At the start of January 2012 CIMSPA was awarded chartered status by the Privy Council.

CIMSPA provides leadership, support and empowerment for professionals working in sport and physical activity and a single unified voice for the sector.

The Institute holds two long term strategic priorities:

- To provide opportunities for young leaders to develop and succeed
- To provide leadership on the development and management of career pathways

2.2 Vision

"Shaping a recognised and respected Sector everyone wants to be part of"

2.3 Mission

To allow individuals to realise their potential through:

- Individuals have a clear route into and through the Sector
- The public have confidence in the Sector
- Employers have access to the best people
- Education providers stand out from their competitors
- We are the go-to for policy makers

2.4 CIMSPA's Charter

[CIMSPA's Charter](#)

CIMSPA's constitution will be reviewed every four years by CIMSPA stakeholders via a process led by the board of trustees. The Charter and Statutes were reviewed in 2018 and proposed changes were submitted to the Privy Council in December 2018. If approved, the Charter and Statutes (first revision) will be reviewed in 2022 unless changes in policy, governance or other circumstances require a review prior to this date. The quadrennial review will then take place in accordance with the board's annual plan.

2.5 CIMSPA's Strategy

CIMSPA Delivering our strategy 2019–2023

BY 2023

What will our strategy achieve?

We will be the sector's regulator body, protecting the integrity of the sector and supporting its recognition as a profession.

We will provide membership services to individuals of specific occupations across our sector – those that don't current have a "home" or wish to be recognised by the sector's chartered institute.

We will provide partnerships services to a range of organisations across the whole of our sector to support their workforce and educational development.

We will be seen as an exemplar organisation within the sector regarding our people, governance and financial sustainability.

What this will look like...

- Policies, standards and regulation that supports the sector's recognition as a profession.
- A quality assurance system to support new policies and regulation – this will be achieved through:
- Communications that influence policy from government that impacts on our sector.

- A member value proposition that supports the individual in their current role and maximises career ambitions.
- Clear member signposting to quality-assured training to achieve their career aspirations.
- Communications that inform existing members and promote CIMSPA and its services to the wider sector to grow our membership.

- A partner value proposition that support organisations in meeting their business objectives
- Communications that:**
- Promote existing partners to support their business objective
 - Promote CIMSPA and its services to the wider sector with the view of growing the numbers of organisations in partnership.

- We will be a high performing team.
- We will use risk identification, assessment and minimisation tools to ensure the delivery of our strategy.
- We will be an exemplar organisation regarding our governance structures.
- Our core operating costs supported by Sport England will reduce year on year – we will be financially independent by 2023.

BY 2023

How will we know we have succeeded?

Membership and registration

- **30,000 MEMBERS**
Our membership offer will make being a CIMSPA member an essential and desirable requisite for all professionals working in our sector.
- **350 EMPLOYER PARTNERS**
We will have 350 employers engaged in our employer partnership network which will reflect the sport and physical activity sector.

Regulation

- We will have a full set of professional standards completed and undergoing regular review.
- We will have...
 - 500 training providers in partnership
 - 100 higher education institutions in partnership
 - All awarding bodies operating in the sector in partnership
 ...all working within the CIMSPA policy and regulatory framework.

Participant satisfaction

- We will see a year-on-year improvement in customer satisfaction due to an improving workforce.

Team satisfaction

- We will have an engagement multiplier score of 85.

#strongertogether

Shaping a recognised and respected sport and physical activity sector that everyone wants to be part of.



How we are going to **achieve** our strategy...

INSIGHT, MARKET INTELLIGENCE & MEMBER SURVEYS

1a – Standardising insight: Work with Sport England to establish a common nomenclature to standardise insight and research in our sector

1b – Market intelligence: Commission a Labour market intelligence survey report: To understand the scale and scope of the workforce, including skills gaps, customer perceptions and employment trends.

1c – Membership insight: CIMSPA member survey insight: To understand individual development needs for different sector roles e.g. managers, fitness professionals and coaches.

PROFESSIONAL STANDARDS

2a – Professional standards: Completion of the sector's professional standards framework.

2b – Standards implementation and impact: Supporting the sector to implement professional standards and ensure they are having the desired impact.

2c – Career map: Development of an online interactive sector career map from the standards framework.

ENDORSEMENT & QUALITY ASSURANCE

3a – Partner growth: Increase the number of education partners engaged with CIMSPA – particularly within higher education and community/professional sport.

3b – Quality assurance: Be recognised by the Institute for Apprenticeships as an External Quality Assurance Provider for apprenticeships.

3c – Transition to professional standards model: Support the transition of qualifications from previous "standards" models (including UKCC) to align to the new professional standards (and so gain CIMSPA endorsement).

ENGAGING WITH AND SUPPORTING EMPLOYERS

4a – Relationship management: To provide relationship management to employers, national governing bodies (NGBs), county sports partnership (CSPs), and education partners in their local network.

4b – Training and apprenticeships: To support employers around work-based training (including apprenticeships).

4c – Funded training infrastructure: To provide suitable infrastructure for a more accessible, demand-led and coherent approach to funded training.

POLICY AND REGULATION

5a – Workforce registration: We will undertake a full scoping exercise around the concept of national workforce registration (subject to proof of concept project outcomes).

5b – CIMSPA establishes itself as the sector regulator: CIMSPA's role as the national workforce and education regulator is understood by the whole sector.

5c – Policy and regulation: Development and publication of workforce policy and regulation.

5d – Insurance sector: Work with the insurance industry, including underwriters, to review how the sector's workforce is insured.

5e – Sector advocacy: We will effectively lobby central government and its agencies around workforce issues.

IT INFRASTRUCTURE

6a – Professional status validation and career progression: Enable individuals to have their qualifications validated against professional standards, manage their career progression and professional status.

6b – Employer and public workforce interface: Enable employers, deployers, health professionals and the public to find a workforce that meet their needs.

6c – Management learning community: Create a learning community for leaders and managers.

6d – Graduate career marketplace: Create a single place for individuals, employers and academics to find and share work placements, internships and graduate training programmes.

CIMSPA MEMBERSHIP

7a – Member value proposition: To provide members with benefits that will support them in being more effective in their role.

7b – Partner value proposition: To provide partners with benefits that will allow them to support their workforce.

7c – Chartered pathways: To develop a pathway to chartered status to all full members that will provide recognition of being qualified and highly competent in their role.

7d – Communications capacity: To invest into our communication capacity to service an ever-increasing member and partner base

EQUALITY & INCLUSION

8a – National Equality Standard: CIMSPA to gain the National Equality Standard at foundation level.

8b – Inclusive training: To increase the number of applications from underrepresented groups into CIMSPA endorsed training.

8c – Representation: To increase the number of individuals from underrepresented groups into employment with CIMSPA employer partners.

MARKETING & ENGAGEMENT

9a – Sector profile: Promote CIMSPA and its services to the wider sector with the view of growing the number of individuals and organisations in membership and partnership.

9b – Public awareness: Raise awareness of CIMSPA to the general public.

9c – Stakeholder profile: Raise profile of CIMSPA to help influence policy from government and other sectors that impacts on our sector.

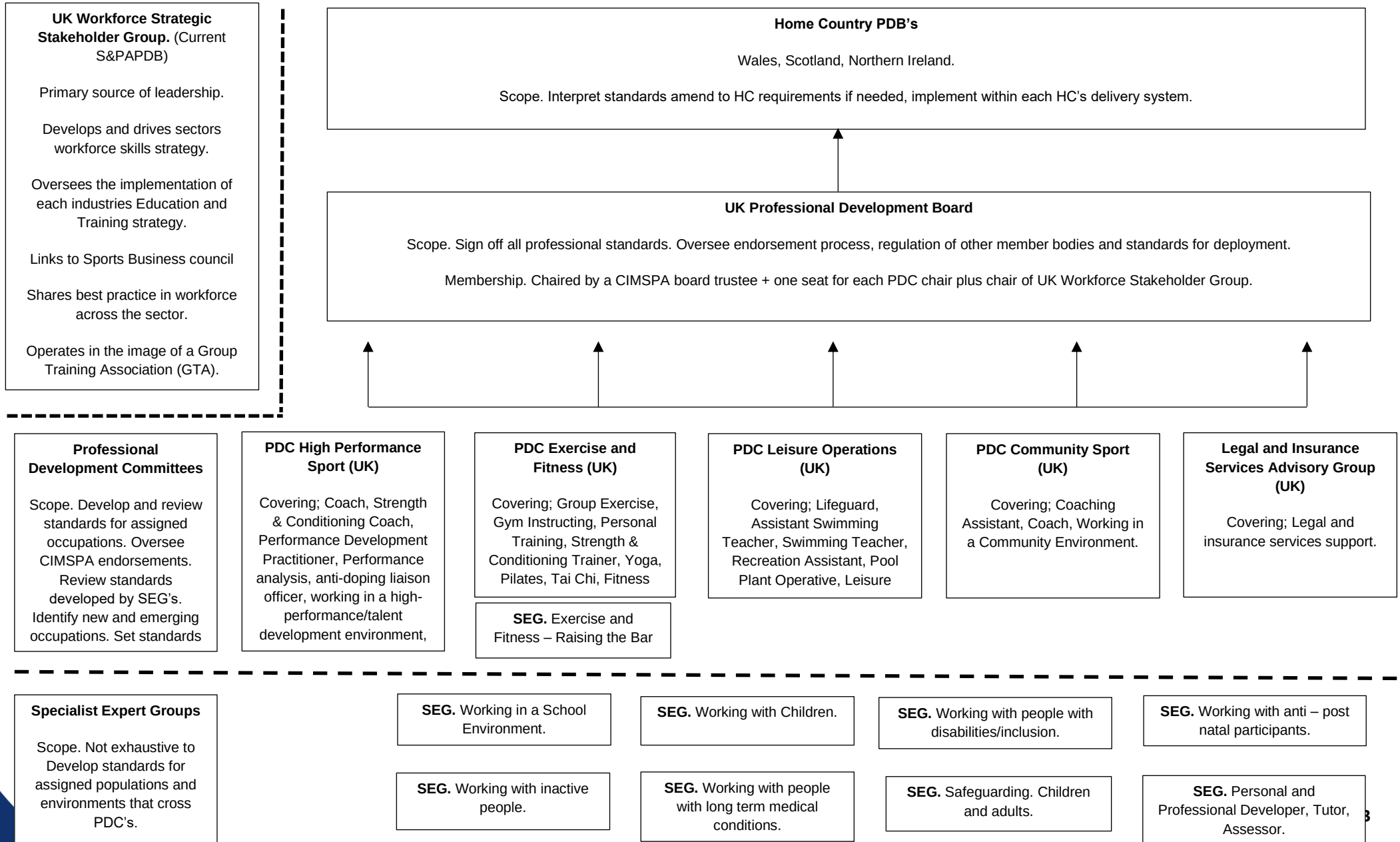
ORGANISATION DEVELOPMENT AND GOVERNANCE

10a – Managing risk: By the end of 2021 we will ensure that risk identification, assessment and treatment underpin our strategy and is a routine part of the decision-making process and supports the delivery of our day to day objectives.

10b – Exemplar governance: By 2021 we will be an exemplar organisation regarding our governance structures within our sector.

10c – High-performing team: To build a high-performing team to deliver this strategy.

2.5.1 Boards and Sub-committee's – Education, regulation and standards.



3 Annual Meeting Plan

	WSSG	British PDB	Scotland PDB	PDC E&F	PDC PS	PDC CS	PDC LO	PDC H
October								
November		X						
December								
January				X				
February			X		X			
March						X		
April		X					X	
May			X					X
June				X				
July					X			
August		X				X		
September			X				X	
October		X						X
November			X					

3.1 UK Workforce Strategic Stakeholder Group (WSSG).

3.1.1 UK Workforce Strategic Stakeholder Group. Terms of Reference¹

Purpose and Scope

The UK workforce strategic stakeholder group act as the primary source of expertise and leadership for all sport and physical activity professions in the United Kingdom, in respect of education, personal development, training, endorsement and career pathways. They are responsible for the future direction of workforce and skills in the Sport and Physical Activity sector. They look ahead at the sectors workforce requirements to achieve its aims. They will develop the Sport and Physical Activity sector skills strategy, oversee its delivery and monitor its impact.

Roles and responsibilities

The UK workforce strategic stakeholder group's role is to:

- Develop and monitor the delivery of the sector skills strategy.
- Ensure the Sport and Physical Activity sector is influencing other appropriate lead agency governance groups and committees, including but not limited to; The Institute for Apprenticeships and Technical Education, Department for Education, OFQUAL & OFSTED, The Federation of Awarding Bodies, The Association of Learning and Education Providers, The Office for students and Quality Assurance Agency for Higher Education.
- Ensure the sectors industries through their Professional Development Committee have a clear plan to ensure successful delivery of the sector skills strategy.
- Monitoring and managing the 'stocks and flows' of workforce and skills needs across the sectors industries taking action where required to break barriers to recruitment or skills shortages.
- To operate in the image of a group training association in order to ensure the most efficient use of resources.
- Ensure best practice and innovation is shared across all sector industries.

Membership

The group will consist of:

- The UK workforce strategic stakeholder group will consist of 10 members:
 - One independent chair with a role within a CIMSPA employer partner.
 - One vice independent vice chair with a role within a CIMSPA employer partner.
 - Four co-opted members taken from the wider CIMSPA membership/partner stakeholders or an independent party.
 - Two representatives from appropriate government departments and/or executive non departmental public bodies.
 - Two representatives from the wider education community, e.g. FAB or AELP board member, influential in Higher Education.
 - A minimum of one member of the WSSG will also hold a role on the S&PAPDB.
 - All members must have recent and appropriate skills, knowledge and experience in strategic positions with a responsibility for workforce.

- The chair and members of the WSSG will be elected by the current chair of the Sport and Physical Activity Sector Professional Development Board, CIMSPA's executive team and a representative from CIMSPA's board of trustee's.
- Members will be elected for a minimum 12-month term and may remain members for a maximum of 36 months.
- If the chair is unable to attend or is not present at the start of a meeting, the vice chair will take responsibility of chairing the meeting. If neither the chair or vice chair are available the group shall elect a chair for the duration of the meeting.
- Only members of the group have the right to attend meetings. However, the chair may extend invitations to other non-members may be invited to attend all or part of any meeting as and when appropriate and necessary.
- CIMSPA's executive staff will provide secretariat to the committee meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the group. The chair of the committee will review draft documents and approve for circulation to the committee members and public facing copies (where applicable).
- A minimum of 21 days written notice shall be given to every member of each meeting.
- Papers for the committee meeting will be circulated not less than five working days before each meeting.

Quorum

The quorum necessary for the transaction of business shall be four members, with a minimum of one the chair or vice chair, one co-opted member and one other member.

Review

The WSSG terms of reference will be reviewed 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.

3.1.2 Education, Training and Development Committee. Sport and Physical Activity Sector Professional Development Board. (S&PAPDB).

3.1.3 Professional Development Board Terms of Reference

Introduction

The Professional Development Board (PDB) has been established to function as a sub-committee of CIMSPA's board and have been delegated authority as the lead on education, training and professional development. The vision of the PDB is to grow the attractiveness of working in the Sport and Physical Activity sector and ensure all customers and consumers have an excellent experience.

For the purpose of this document:

- the Sport and Physical Activity Professional Development Board shall be referred to as 'the PDB'
- the Sport and Physical Activity Sector shall be referred to as 'the Sector'

Vision

To grow the attractiveness of working in the Sport and Physical Activity sector and ensure all customers and consumers have an excellent experience.

Scope

The Professional Development Board will act as a safeguard in delivering our sectors employers asks by;

1. Shaping standards for professionals working in our sector.
2. Providing opportunities to support individuals to be the best they can be.

Purpose

- Support the establishment and maintenance of a Sector professional standards matrix and career pathway for sport and physical activity professionals to include industry standards for apprenticeships, academic and technical qualifications and CPD.
- Coordinate sport and physical activity apprenticeship 'Trailblazer' submissions for the sector.
- Facilitate links between chartered institutes, professional bodies, technical experts and other industries to encourage joint initiatives and the synergy of agendas to enhance the professionalisation of the sport and physical activity professions.
- Oversee the implementation of each industries education and training plan in relation to the sector professional standards matrix to include academic and technical qualifications, apprenticeships, CPD and relevant delivery briefs and assessment specifications.
- Monitor and influence areas of the sector that have cross industry interest.

Responsibilities

Members of the S&PA PDB are responsible for:

- Monitoring the work of Professional Development Committees and Specialist expert groups highlighting opportunities and recommendations for change to the strategic outcomes if deemed necessary.
- Take account of devolved education policy and ensure alignment with Home Nations frameworks and standards to ensure national priorities for the Sector are achievable and sustainable.
- Oversee CIMSPA's endorsement and quality assurance policies, procedures and processes covering CIMSPA education partners and products.

- Oversee the external quality assurance process for all Apprenticeships developed for the Sector which will be conducted and managed by CIMSPA on a non-profit making basis.
- Report to and influence the CIMSPA board of trustees on matters relating to regulation and standards.

Membership

The S&PA PDB is an employer led group supported by a small number of industry stakeholders.

A pre-requisite of membership is to be a CIMSPA employer partner, there may be occasions where members are invited who are not yet in partnership with CIMSPA the chair and vice chair will determine when this is appropriate.

The S&PA PDB shall comprise of 15 members:

- One chairperson - this must be a CIMSPA board trustee
- The chairperson of the WSSG – this person will also take the role of vice chairperson.
- The chairpersons of the five industry Professional Development Committees.
- A minimum of 2 other employers representing the range of small*, medium** and large*** employers.
- A representative from each of the Home Country Professional Development Committees – chairperson or nominee of the chairperson.
- Three representatives from CIMSPA education partners covering Higher Education, Further Education, Awarding Organisations and Independent Training providers****

*small employers (less than 50 FTE employees),

**medium employers (50-200 FTE employees)

***large employers (200+ FTE employees)

**** Education representatives must be members of the bodies listed. Higher Education - Advance HE, Further Education – AoC Sport, Awarding Organisations – The Federation of Awarding Bodies, Independent Training Providers – The Association of Education and Learning Providers.

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

Members will be elected for a minimum 12-month term and may remain members for a maximum of 36 months.

Meetings

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

- Not less than 21 days written notice shall be given to every member of the PDB for each meeting; the dates of which and timings (between office hours of 9am – 5pm) are agreed at the beginning of a calendar year
- Papers for the PDB will be circulated not less than five working days before each meeting
- Where the chair is unable to attend, the vice chair will assume this role and manage and steer the meeting accordingly. Should neither the chair or vice chair be able to attend a meeting, a chair shall be nominated from and elected by the remaining voting members of the PDB.

Where recommendations or action is needed by the PDB more urgently than would be allowed by consideration at the next meeting, the matter will be dealt with by correspondence.

Declaration of Interest

In accordance with CIMSPA's conflict of interest policy, each member as appointed to the PDB must declare any conflicts of interests and declare any interests that they have. This declaration will be managed and addressed at each PDB meeting. Members of the PDB 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.

Review

The professional development board terms of reference will be reviewed by the board of trustees in February 2021 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.

3.1.4 Home Nation(s) Professional Development Board(s)

3.1.5 CIMSPA Home Nation(s) Professional Development Board(s). Terms of Reference

Introduction and scope

The Home Nation(s) Professional Development Board(s) 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.

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 flexibility to operate in line with home country policy and priorities.

Purpose

The purpose of the Home Nations Professional Development Board is to ensure successful delivery of the UK skills strategy within the relevant home nation and to identify and advise UK committees of home country differences.

Role

The role of the Home Country Professional Development Board is to:

- Review work of the UK Professional Development Board and interpret it for delivery in the home country.
- Ensure the Professional Development Committee skills plans are cognisant of home country differences.
- Engage, lead and influence home country stakeholders, for example the Scottish Qualifications Authority to work in line 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 skills system.

Membership

Membership of the Home Countries(s) Professional Development Board(s) 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.

Meetings

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

- Not less than 21 days written notice shall be given to every member of the PDB for each meeting; the dates of which and timings (between office hours of 9am – 5pm) are agreed at the beginning of a calendar year
- Papers for the PDB will be circulated not less than five working days before each meeting

- Where the chair is unable to attend, the vice chair will assume this role and manage and steer the meeting accordingly. Should neither the chair or vice chair be able to attend a meeting, a chair shall be nominated from and elected by the remaining voting members of the PDB.

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

Additional information:

- 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
- The chair and members of the Home Countries PDB's will be elected by the appropriate government departments and/or executive non departmental public bodies supported by the CIMSPA executive on behalf of the board of trustees.

Operations

- A minimum of 21 days written notice shall be given to every member of each meeting.
- If the chair is not present at the start of a meeting, the meeting shall elect a chair for the duration of the meeting.
- Where the chair is unable to attend, a chair shall be nominated from and elected by the remaining committee members.
- Only members of the board have the right to attend meetings. However, CIMSPA executive staff may be invited to attend meetings or panels of the committee on a regular basis and other non-members may be invited to attend all, or part, of any meeting or panels as and when appropriate and necessary.
- Outside of the formal meeting programme, the committee chair, will maintain a dialogue with key individuals involved in the organisation's governance.
- CIMSPA's operational staff will provide secretariat to the committee meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the board. The chair of the board will review draft documents and approve these for circulation to the committee members and public facing copies (where applicable).
- Papers for the committee meeting will be circulated not less than five working days before each meeting.

Review

The membership committee terms of reference will be reviewed by the board of trustees in February 2021 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.

3.1.6 Professional Development Committee(s)

3.1.7 CIMSPA Professional Development Committee(s) Terms of Reference

Introduction

There will be five Professional Development Committee's in line with the four* industries that make up the Sport and Physical Activity Sector.

- Exercise and Fitness.
- Leisure Operations
- Professional Sport
- Community Sport.

*Health and Wellbeing is a defined industry but its outcomes are delivered through the four established industries above.

The Professional Development Committees are directly responsible to the S&PAPDB, who monitor and review their work on behalf of the CIMSPA board of trustees.

Scope and purpose.

The professional committee(s) are responsible for;

- The development, implementation and monitoring of their industry skills plan.
- The development and monitoring of the Minimum Standards for deployment for their industry.
- The development and review of Professional Standards for roles relevant to their industry.
- To develop and review apprenticeship standards and end point assessment plans relevant to their industry.
- To oversee CIMSPA's endorsement and quality assurance of education partners and products relevant to their industry.
- The sharing of best and innovative practice relating to workforce recruitment, retention, support and retainment across their industry.

Membership

The Professional Development Committee will be made up of a minimum 8 members there is no maximum number to this group the maximum manageable number will be determined by the chairperson;

The minimum requirement is;

- One independent chairperson - a representative of a CIMSPA employer partner – who is also automatically a member of the S&PAPDB.
- Five CIMSPA employer partners; from the range of small, medium and large employers.
- Three representatives of CIMSPA education partners, Further and Higher Education, Awarding Organisations and Training Provider Partnerships.
- The number of education partners at any committee meeting must not exceed the number of employer partners.
- A member employed in CIMSPA education partner in an occupation the committee is responsible for.

Additional information:

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

- Advertisement's for the members will be made publicly available.
- The chair of the professional committee will be elected by the current chair of the S&PA PBD, a member of the CIMSPA executive and a representative from the board of trustees.
- Once the chair has been selected, they will be responsible for the recruitment of group members.
- If the chair is not present at the start of a meeting, the meeting shall elect a chair for the duration of the meeting.
- Only members of the committee have the right to attend committee meetings. However, CIMSPA executive staff may be invited to attend meetings or panels of the committee on a regular basis and other non-members may be invited to attend all or part of any meeting or panels as and when appropriate and necessary.
- CIMSPA's operational staff will provide secretariat to the committee meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the board. The chair of the committee will review draft documents and approve for circulation to the committee members and public facing copies (where applicable).
- A minimum of 21 days written notice shall be given to every member of each meeting.
- Papers for the committee meeting will be circulated not less than five working days before each meeting.
- Where the chair is unable to attend, a chair shall be nominated from and elected by the remaining committee members.

Tenures and elapse

- CIMSPA's professional development committee members are eligible to stand as a committee member for a term of up to 3 years.

Meetings

The committee shall normally meet twice per year at SportPark, Loughborough with additional meetings facilitated via electronic means.

Quorum

The quorum necessary for the transaction of business shall be three members.

Review

The Professional Development committee terms of reference will be reviewed by the board of trustees in February 2021 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.

3.1.8 Legal and Insurance Services Advisory Group.

3.1.9 Legal and Insurance Services Advisory Group. Terms of Reference

Introduction

CIMSPA and UK Coaching have held frequent but irregular meetings with representatives from the legal and insurance sectors, to consult over the intention and development of CIMSPA in its ambition to develop professional standards and best practice to create a safer environment within the sport and physical activity sector for all. In order to promote excellence CIMSPA is aligning the Legal and Insurance Services Advisory Group “Advisory Group” to its governance structure and as a result the Advisory Group will function as a sub-committee of CIMSPA’s Professional Development Board (PDB) with the common focus of aligning legal and insurance matters relating to the sport and physical activity workforce to the current education, qualification and operational landscape in line with the work of the professional development board. .

Vision

The Advisory Group will bring together professionals predominantly from the legal and insurance services and the sport and physical activity sector, to share their knowledge and understanding, to create a safer environment for the sport and physical activity workforce and the participants they engage with. The aim of the Advisory Group is to collaborate with CIMSPA and support its role to develop and enable the sport and physical activity workforce, their deployers and educators by providing advice, guidance and leadership on legal and insurance matters.

The Advisory Group will work in partnership to discuss, recommend and progress matters of importance to the sport and physical activity sector. As a sub-committee of the PDB the Chair of the Advisory Group will report to the PDB advice and recommendations for aligning legal and insurance matters relating to the sport and physical activity workforce to the current work of the PDB (which act under the delegated authority from the CIMSPA board of trustees). One of the roles of the PDB is approve sector professional standards, policies and guidelines. The PDB will consider the recommendations from the Advisory Group on all legal and insurance matters relating to the sport and physical activity sectors workforce.

Scope

The following areas of activity will be included (and abbreviated in this document and referred to as the “sport and physical activity sector”)

- Community sport
- Performance sport
- Leisure operations
- Fitness
- Health and wellbeing

The definition of participants is inclusive of, but not limited to: any or all the following

- Adults
- Adults at risk
- Children and young people
- Inactive

- Individuals living with a disability
- Individuals living with a medical condition

The definition of the sport and physical activity workforce “workforce” is inclusive of, but not limited to:

- Contractors
- Employed
- Self-employed
- Sole traders
- Volunteers

The definition of sport and physical organisations “organisations” is inclusive of all organisations (employers and voluntary organisations) who can deploy the workforce. This is inclusive of, but not limited to:

- Affiliations
- Associations
- Charitable Trusts
- Charitable Incorporated Organisations (CIO)
- Clubs
- Companies limited by guarantee
- Charitable companies
- Community Interest Companies (CIC)
- Community Benefit Societies
- Cooperative Societies
- Institutions
- Membership bodies
- Not-for-profit organisations
- Private organisations
- Unincorporated association

Purpose

This Advisory Group will be the catalyst to help the insurance market (brokers, insurers etc.) to recognise the minimum standards for deployment of the sport and physical activity sector workforce that can be recognised and achieved through a CIMSPA membership or through CIMSPA affiliated and approved partners. As a subcommittee of the PDB the Advisory Group will discuss and report upwards on key sector issues and work collaboratively to develop and implement best shared practice across the sport and physical activity sector. This will therefore influence and inform premiums, policy wordings, limits of indemnity and claims management for example and align operations with the professional and minimum deployment standards developed by CIMSPA.. Similarly, the views of the legal and insurance representatives will inform the development and practical implementation of the standards.

Regular dialogue aligned to agreed policies and a strategic communications plan will ensure that individual risks and claims are assessed on merit.

Responsibilities

Members of the Advisory Group are responsible for:

- Offering expert advice on the sport and physical sectors proposed policies, standards and procedures created or facilitated by CIMSPA.
- Helping educate and inform other professionals in relevant sectors about the impact of implementing regulation and recognised standards across the sport and physical activity sector.
- Helping the development and implementation of CIMSPA's strategy.
- Contributing to the effective governance of CIMSPA.
- Informing and influencing other related strategic work being undertaken by CIMSPA partner organisations.
- Representing at PDB meetings through attendance by the Advisory Group Chair, sharing recommendations and advice to promote best practice.

The Advisory Group will be made up of nominated and invited representatives from the following interested parties:

- Active Partnerships
- CIMSPA
- National Governing Body (x2)
- Insurance companies
- Insurance brokers
- Lawyers
- Safeguarding Professionals
- Sport and Recreation Alliance
- Sport and physical activity organisation (representatives)
- UK Active
- UK Coaching
- Sport Councils
- Other interested parties by invitation of the Chair.

Tenures and Elapse

Members of the advisory group will serve an initial term of 12 months. After the 1st year, their position will be reviewed in accordance with the skills matrix, committee composition and committee diversity. At this point, if it is appropriate to do so a committee member may stand for their position for a further two years, with annual reviews and CPD governing their tenure. A maximum of three terms of 3 year's may be served, following this format.

Meetings

The Advisory Group will convene at least twice per year and align to CIMSPA's annual planning and review cycle.

Quorum

The quorum necessary for the transaction of business shall be two representatives from the legal and insurance sector respectively, for both Advisory Group and additional meetings.

Operations

- If the chair is not present at the start of a meeting, the meeting shall elect a chair for the duration of the meeting.
- Only members of the Advisory Group have the right to attend committee meetings. However, CIMSPA executive staff may be invited to attend meetings or panels of the committee on a regular basis and other non-members may be invited to attend all, or part, of any meeting or panels as and when appropriate and necessary.
- Outside of the formal meeting programme, the committee chair, will maintain a dialogue with key individuals involved in the organisation's governance, including the PDB chairman and CIMSPA's executive team.
- CIMSPA's operational staff will provide secretariat to the committee meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the board. The chair of the committee will review draft documents and approve these for circulation to the committee members and public facing copies (where applicable).
- A minimum of 21 days written notice shall be given to every member of each meeting.
- Papers for the committee meeting will be circulated not less than five working days before each meeting.
- Where the chair is unable to attend, a chair shall be nominated from and elected by the remaining committee members.

Declarations of Interest

It is important and a requirement of membership that any member of the Advisory Group does not use their position for commercial gain but contributes to the overall professionalism of the sport and physical activity sector.

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

Review

The Advisory Group Terms of Reference will be reviewed by the Board of Trustees in October 2021 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.

3.1.10 Specialist expert group(s)

3.1.11 CIMSPA Specialist expert groups. Terms of Reference

Introduction

Specialist expert groups may be required where;

- Specialist expertise is required for the development of a professional standard(s) or to support the endorsement process.
- There is cross over between industries in a area of interest, for example management or Safeguarding and Protecting Children and Adults.
- There is a need to develop minimum standards for deployment in a specific technical area.
- There is a need to develop specific technical guidance in an area of interest outside the remit of a Professional Development Committee or crossing industries.
- Where possible, appropriate and feasible existing expert groups will be used for this purpose. For example, the Learning Advisory group for Disability Sport (LADS) covering inclusion/disability.

Specialist expert groups do not have the ability or responsibility for the sign off or approval of Professional Standards, endorsement decisions, minimum standards for deployment or technical guidance. They will either be attached to a Professional Development Committee or report directly to the Professional Development Board.

Scope and purpose

The specialist expert group will;

- Develop Professional Standards in areas requiring specific technical expertise.
- Support Professional Development Committees with endorsement decisions.
- Support the development of minimum standards for deployment.
- Support the development of technical guidance.

Membership

An elected member of the Professional Development Board or committee will act as the chair of the group and determine the appropriate membership based on the task required.

Additional information:

- CIMSPA's operational staff will provide secretariat to the meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the board. The chair of the committee will review draft documents and approve for circulation to the committee members and public facing copies (where applicable).
- A minimum of 21 days written notice shall be given to every member of each meeting.
- Papers for the committee meeting will be circulated not less than five working days before each meeting.

Meetings

Specialist expert group meetings will take place on an ad-hoc basis, dependent upon the need.

Review

The specialist expert group terms of reference will be reviewed by the board of trustees in February 2021 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.