

## **TERMS OF REFERENCE**

### **FOR THE EXECUTIVE BOARD, THE COUNCIL, COMMITTEES AND PANELS**

Updated: 25 March 2009

# EXECUTIVE BOARD

## Terms of Reference

These are laid down in Regulations 6.2.1 and 6.2.2:

### 6.2.1 Terms of reference

- 6.2.1.1** The Executive Board shall act with the advice of the Council and its committees to
  - 6.2.1.1.1** define the Institution's strategy and policy and
  - 6.2.1.1.2** identify, discuss and approve those measures necessary to ensure the professional, technical and financial future of the Institution.
- 6.2.1.2** It shall do this by
  - 6.2.1.2.1** delegating the implementation of its decisions to its committees and/or to the Chief Executive,
  - 6.2.1.2.2** taking any necessary decisions, particularly where there is no established practice, and
  - 6.2.1.2.3** being the trustees of the Institution, with the duties listed under Regulation 6.2.2.

### 6.2.2 Duties

The Executive Board shall

- 6.2.2.1** be the charity trustees of the Institution,
- 6.2.2.2** ensure that the Institution complies with all relevant laws and regulations and with the requirements of the Charity Commission,
- 6.2.2.3** ensure compliance with the objects and values of the Institution, and with its Charter and Bye-laws,
- 6.2.2.4** approve policies, plans and forecasts, and ensure the provision of adequate resources to achieve the Institution's objects, and monitor performance against them,
- 6.2.2.5** ensure the financial strength and good performance of the Institution,
- 6.2.2.6** approve the annual report and accounts of the Institution,
- 6.2.2.7** set and maintain a framework of delegation and internal control,
- 6.2.2.8** approve all policies and decisions on matters that might create significant risk (financial or otherwise) to the Institution,
- 6.2.2.9** receive and consider the advice of the Council,
- 6.2.2.10** deal with the appointment (and, if necessary, the dismissal) of the Chief Executive,
- 6.2.2.11** support the Chief Executive and the secretariat in implementing decisions made by the Executive Board and committees,
- 6.2.2.12** act with integrity, avoid any personal conflict of interest and ensure that the Institution's assets are not used for any purpose other than pursuance of its objects,
- 6.2.2.13** use reasonable skill and care in their work as trustees, and obtain professional advice where relevant, and
- 6.2.2.14** act as the final arbiter in appeals by staff relating to discipline, capability and grievance.

## Constitution

This is laid down in Regulation 6.2.3:

### 6.2.3 Constitution

- 6.2.3.1** The Executive Board shall comprise 12 persons, namely,
  - 6.2.3.1.1** the President,
  - 6.2.3.1.2** not more than three Vice-Presidents,
  - 6.2.3.1.3** not more than three recent Past Presidents, and
  - 6.2.3.1.4** Council members.
- 6.2.3.2** The chairmen of the Membership and Engineering Practice committees and of the Resources and Communications panels (if they are not members of the Executive Board) shall attend Executive Board meetings in order to report to the Executive Board in respect of matters for which their bodies have responsibility.
- 6.2.3.3** The Executive Board may invite specialist advisers to attend throughout or for part of any of its meetings.
- 6.2.3.4** Persons attending Executive Board meetings in accordance with Regulations 6.2.3.2 and 6.2.3.3
  - 6.2.3.4.1** shall not thereby become members of the Executive Board,
  - 6.2.3.4.2** may contribute to the proceedings only by invitation of the chairman of the meeting,
  - 6.2.3.4.3** shall leave any part of or the rest of the meeting upon request of the chairman, and
  - 6.2.3.4.4** may not vote on any matter to be decided by the Executive Board.

(Quorum: 7).

## Committees

Engineering Practice  
Membership  
Professional Conduct

## Panels

Communications Panel  
Papers Awards Judging  
People Awards Judging  
Resources Panel  
Structural Awards Judging

## Boards

IStructE Ltd  
Structural Engineers Registration Ltd

## Modus Operandi

The Executive Board meets 6 times during the year.

# COUNCIL

## Terms of Reference

These are laid down in Regulation 6.3.1:

### **6.3.1 Function and terms of reference**

The Council shall

- 6.3.1.1** determine the core values of the Institution and monitor their implementation,
- 6.3.1.2** promote structural engineering and the Institution,
- 6.3.1.3** monitor the implementation of the Institution's aims and strategy,
- 6.3.1.4** monitor the activities of the Executive Board,
- 6.3.1.5** elect for the following year a President and up to three Vice-Presidents, one of whom shall be designated Senior Vice-President, and ratify the nominations made by the Nominations Committee.
  - 6.3.1.5.1** for election for the following year as Vice-Presidents (other than the Vice-Presidents elected by the Council),
  - 6.3.1.5.2** for election for the following three years as ordinary members of the Council,
  - 6.3.1.5.3** for appointment for the following year as Past Presidents on the Council, and
  - 6.3.1.5.4** for co-option for the following year to the Council,
- 6.3.1.6** elect Council members to the Executive Board,
- 6.3.1.7** act as a forum for the interaction of regional groups and members generally,
- 6.3.1.8** debate topics relating to the profession,
- 6.3.1.9** receive reports on developments affecting the Institution and the profession,
- 6.3.1.10** discuss developments relating to regional groups, and
- 6.3.1.11** provide high-level guidance to the Executive Board to inform medium- and long-term strategies.

## Constitution

This is laid down in Regulation 6.3.2:

### **6.3.2 Constitution**

- 6.3.2.1** The Council shall comprise
  - 6.3.2.1.1** the President,
  - 6.3.2.1.2** not more than five Vice-Presidents,
  - 6.3.2.1.3** not more than four recent Past Presidents,
  - 6.3.2.1.4** the chairman of every branch in the United Kingdom and the Republic of Ireland (or their alternate) (each of whom shall be a Chartered Structural Engineer),
  - 6.3.2.1.5** the chairman of every division and group (each of whom shall be a Chartered Structural Engineer),

- 6.3.2.1.6** 30 ordinary members (each of whom shall be a Voting Member of the Institution),
- 6.3.2.1.7** not more than five co-opted members (each of whom shall be a member of the Institution), and
- 6.3.2.1.8** elected members of the Executive Board, in their second year of office, not otherwise members of the Council.

**6.3.2.2** A corresponding member may be appointed by each section (each of whom shall be a member of the Institution).

(Quorum: 20)

## **Committee**

Nominations

## **Modus Operandi**

The Council meets 3 times during the year, in January, May and October. (The incoming President is installed immediately after the January Council meeting.) Council members also join those attending the Annual Conference in May.

The main items of business at each Council meeting include:

- A report from the President on official duties since the previous meeting
- A report from the Executive Board
- A debate on policy matters

At the January meeting, new Council members are welcomed by the President, and the Immediate Past President reports on their experiences and achievements during their year of office. At the May meeting the Council, on the recommendation of the Nominations Committee, elects the President for the next year. In October the Council approves candidates for appointment and election to the Executive Board for the following year, reviews the annual conference, and receives a report from the Senior Vice-President on the theme for their year of office; newly elected Vice-Presidents and Council members attend this meeting, ahead of the start of the new year.

## **COMMITTEES**

### **ENGINEERING PRACTICE COMMITTEE**

#### **Terms of Reference**

- 1 To be responsible for developing and implementing policy concerning technical matters related to structural engineering.
- 2 To promote and encourage research relative to structural engineering and its use in practice.
- 3 To keep under review legislation, codes and standards and other matters affecting the profession.
- 4 To form (and disband) Study Groups, and to appoint their convenors.
- 5 To consider and as thought fit to appoint and remove Institution representatives on outside bodies primarily of a technical engineering nature.
- 6 To agree and oversee work on technical projects.
- 7 To liaise with other relevant organisations and government agencies.
- 8 To act as the point of contact between the Institution and EEFIT.

#### **Constitution**

President  
Panel chairmen  
12 others  
Corresponding members  
(Quorum: 7.)

#### **Panels**

Health & Safety  
Research  
Sustainable Construction  
Technical Publications

#### **Study Groups**

#### **Modus Operandi**

The Committee usually meets 4 times a year, and makes a report to Executive Board after each meeting. The Panels of the Committee make reports of each of their meetings to the Committee.

### **MEMBERSHIP COMMITTEE**

#### **Terms of Reference**

- 1 To advise the Executive Board on policy with regard to the Institution's standards and routes to Chartered, Incorporated and Technician Membership including requirements for educational qualifications, training and development, and to report to the Executive Board any changes to the regulations for admission to membership.
- 2 To consider and approve the names of all applicants for admission and for transfer between grades, and the names of all applicants for readmission as Chartered /Incorporated Structural Engineers and Technician Members.
- 3 To encourage Institution membership, progression through the grades and to promote the benefits thereof.

- 4 To monitor the activities of the Joint Board of Moderators and approve recommendations on accreditation.
- 5 To keep under review matters relating to the mutual recognition of professional qualifications awarded by other bodies.
- 6 To liaise with education panels/committees within the Institution, the ECUK, government agencies and other relevant organisations concerned with education and to respond to education initiatives as appropriate.
- 7 To provide up-to-date information to members, prospective members and other interested parties on the Institution's qualifications and routes to membership.
- 8 To review annually the membership statistics and factors likely to influence future membership.
- 9 To consider and, as thought fit, to appoint and remove Institution representatives on outside bodies concerned with education and the appointment of Representatives outside the UK.
- 10 To consider appeals against decisions on applications for election or transfer.
- 11 To annually appoint two members of the Committee to audit the work of the Applications and Professional Review Panel, the Academic Qualifications Panel and the Examinations Panel.

### **Constitution**

President  
 Panel chairmen  
 Up to 12 others  
 1 Associate-Member  
 1 Technician Member  
 JBM representative  
 ECUK RSC representative  
 ECUK Liaison Officer  
 Corresponding members  
 (Quorum: 7.)

No-one shall, normally, serve as a chairman of the Committee for more than three consecutive years.  
 No one shall, normally, serve on the Committee for more than five consecutive years.

### **Panels**

Academic Qualifications  
 Applications & Professional Review  
 Examinations  
 Professional Development  
 Young Members'

### **Modus Operandi**

The Committee meets 4 times in every session and monitors the activities of its associated panels/working groups. After each meeting the Committee makes a report to the Executive Board.

### **NOMINATIONS COMMITTEE**

#### **Terms of Reference**

- 1 To consider and, as thought fit, to recommend to Council each year in respect of the following session
  - (i) one candidate for election as President,
  - (ii) up to 5 candidates for nomination for election as Vice-Presidents,
  - (iii) up to 4 recent Past Presidents for appointment to the Council,
  - (iv) at least 11 candidates for nomination for election as ordinary members of the Council,

endeavouring to ensure a balance of the membership without discrimination bearing in mind those directly suggested by the Branches, Sections and Divisions, and

- (v) up to 5 members for co-option to the Council.
- 2 To consider and, as thought fit, to recommend to the Council each year in respect of the following session the names to go forward for the election and appointment process to the Executive Board.
- 3 To review and, as thought fit, to recommend to the Council changes to the voting arrangements for the Council and the Executive Board.
- 4 To consider, and if thought fit, to recommend to the Executive Board names of candidates to go forward for consideration for UK State Honours.

## **Constitution**

Immediate Past President  
President  
2 senior Vice-Presidents  
3 Past Presidents on Council  
Co-options  
(Quorum: 3.)

## **Modus Operandi**

The Committee meets in February and April and makes its recommendations (regarding the election of the President and members to be nominated for election to the Council) to the following meeting of Council, at which the President is elected for the following year.

It also meets in September to agree its recommendations to the Council in respect of Council members to be appointed, and nominated for election by Council, to the Executive Board for the following year.

## **PROFESSIONAL CONDUCT COMMITTEE**

### **Terms of Reference**

These are laid down in Regulation 4.3.1:

#### **4.3.1 Terms of reference**

- 1 To investigate any allegation relating to the professional conduct of a member either made by a complainant against a member or which otherwise comes to the attention of the Institution; any criminal conviction or bankruptcy of a member; any false representation by a member that may come to the attention of the Institution; and any adverse finding by another organisation concerning the conduct of a member.
- 2 To investigate any allegation relating to the professional conduct of a member who is a registrant, referred to the Institution by the ECUK.
- 3 To keep the code of conduct, the guidance notes and the disciplinary procedures under review and, as and when thought fit or so instructed by the Executive Board, to recommend revisions to the code of conduct and/or the guidance notes and/or the disciplinary procedures.
- 4 To investigate any misrepresentation of membership of the Institution, and any misuse of the respective titles 'Chartered Structural Engineer(s)', 'Incorporated Structural Engineer(s)' and 'Technician Member(s) of the Institution of Structural Engineers', and to authorise action to be taken on behalf of the Institution.
- 5 To decide, and to keep under review, the terms on which members may be licensed to display the Institution's logo and, in the event of any misuse, to authorise action to be taken on behalf of the Institution.
- 6 To investigate any debt to the Institution incurred by a member referred by the Chief Executive, and to make a recommendation to the Executive Board.

- 7 To determine from time to time the format and content of the Complainant's Form and the Respondent's Form to be used in the investigation procedures.
- 8 To consider any other matters relating to professional conduct referred to the Committee by the Executive Board.

### **Constitution**

15 Institution members  
(Quorum: 5.)

The Committee may appoint a legal adviser, who shall not be a member of the Committee.

### **Modus Operandi**

The Committee meets 5 times a year - in January, April, June, September and November.

The main matters for consideration relate to allegations of professional misconduct and to misrepresentation. Criminal convictions of members, bankruptcies and members with debts owing to the Institution are also dealt with.

Membership of the Committee is personal and may not be delegated to another. The President is not a member of the Committee (or of the Disciplinary Board) on account of the President's responsibility for selecting members should a Disciplinary Board need to be constituted. The Committee's proceedings are strictly confidential, and while papers relating to cases to be considered by the Committee are tabled and available for study 1 hour before the meeting, they may not be removed from the Institution. A member of the Committee having prior knowledge of any matter or member which is the subject of a complaint must declare that before the Committee proceeds to consider the complaint.

The Institution's code of conduct and disciplinary powers and procedure are set down in section 4 of the Regulations. The complainant makes the complaint on the Complainant's Form. This is then sent by the secretariat to the member, who responds on the Respondent's Form. That form is disclosed to the complainant. Both forms and the complainant's reply are considered by the Committee, which may refer it to two of their number ('assessors') to summarise and to make a recommendation; the assessors may invite the member to attend for interview, but the member does not appear before the full Committee. The Committee then decides either that there is no case to answer, or that there is a case but the misconduct is not serious, or to refer the matter to the Disciplinary Board. The complainant is informed accordingly.

The code of conduct and the guidance notes are kept under review and as appropriate changes recommended to the Executive Board. The Committee also reviews from time to time the terms on which members are authorised to use the Institution logo on business documentation.

## **PANELS**

### **ACADEMIC QUALIFICATIONS PANEL**

#### **Terms of Reference**

The Academic Qualifications Panel reports to the Membership Committee.

There are three stages to full acceptance in any grade of membership; AQP is concerned with only Stage 1 educational requirements

- 1 To deal with all matters connected with the Institution's academic requirements for membership and in particular the assessment of degrees, diplomas and certificates not on the accredited/ approved lists of qualifications.
- 2 To maintain a list of post-graduate degree courses for use in the assessment of individual candidates described in 1 above.
- 3 To deal with all matters connected with the Engineering Council (UK) (ECUK) Examinations, the selection of papers for candidates whose qualifications have been assessed as per 1 above, and to administer alternatives to the ECUK Examinations.
- 4 In order to fulfill functions 1, 2 and 3, accumulate and continuously up date a data bank of information, with case histories of past decisions, with regard to the prevailing standards of academic institutions, particularly those overseas.
- 5 To consider applications from candidates who have completed Further Learning in order to achieve the academic standards deemed to satisfy the educational base for Chartered Membership and/or Associate- Membership and/or Technician Membership.
- 6 To consider appeals against decisions made by the Panel and resubmissions as necessary.
- 7 To approve synopses and to appoint Assessors for those embarking on the Technical Report Route.
- 8 To consider any other matters as directed by the Membership Committee.
- 9 To report decisions to the Membership Committee and, as appropriate, to the ECUK.

No-one shall, normally, serve on the Panel for more than five consecutive years.

#### **Constitution**

Up to 14 persons  
ECUK observer  
(Quorum: 4.)

No-one shall, normally, serve as a chairman of the Panel for more than three consecutive years. No one shall, normally, serve on the Panel for more than five consecutive years.

#### **Parent Body**

Membership Committee

#### **Modus Operandi**

The Panel meets 4 or 5 times a year.

*Note:* At least one member of the Panel, normally the Chairman or Vice-Chairman, will receive the papers of the ICE Academic Qualifications Panel and attend at least one ICP Panel meeting per session in order to ensure consistency of standards and decisions. A member of the ICE Qualifications Panel will be invited to attend a meeting of the Institution Academic Qualifications Panel.

## **APPLICATIONS & PROFESSIONAL REVIEW PANEL**

### **Terms of Reference**

- 1 To consider all applications to and transfers from all classes of membership (including re-admissions, deaths and resignations), and make appropriate recommendations to the Membership Committee.
- 2 To assess applications via the European Directive and appoint Interviewers where appropriate.
- 3 To review Professional Review reports and consider referrals and appeals under agreed procedures and make appropriate recommendations to the Membership Committee.
- 4 To monitor and review regularly the criteria governing entry to membership (including the IPD core objectives) and provide relevant guidance/documentation to candidates.
- 5 To liaise with other Panels or Committees as appropriate.
- 6 To establish Task Groups to consider particular issues that require discussion and consideration.
- 7 To consider any other matters as directed by the Membership Committee, reporting back as appropriate.

No-one shall, normally, serve on the Panel for more than five consecutive years.

### **Constitution**

Up to 10 persons  
1 Associate-Member  
1 Technician Member  
(Quorum: 4.)

An ECUK Liaison Officer

Members of the Panel (including the chairman and vice-chairman) for the following session shall be appointed by the President. No-one shall, normally, serve as a chairman of the Panel for more than three consecutive years. No one shall, normally, serve on the Panel for more than five consecutive years.

### **Parent Body**

Membership Committee

### **Modus Operandi**

The Panel meets 4 times during the session. After each meeting a report is submitted to the Membership Committee for consideration and approval (as appropriate).

## **AUDIT LIAISON & RISK PANEL**

### **Terms of Reference**

- 1 In relation to the external audit:
  - 1.1 To assess its efficiency and effectiveness.
  - 1.2 To review the draft audited accounts in liaison with the auditors.
  - 1.3 To consider annually the appointment of the auditors and their proposed fee.
  - 1.4 To monitor the Chief Executive's compliance with recommendations in the auditors' management letter.
  - 1.5 To identify any additional activities and systems upon which the auditors might be requested to report, and subsequently to consider their report and the Chief Executive's

response.

- 2 In relation to the internal audit:
  - 2.1 To review The Institution's internal financial control system.
  - 2.2 To identify activities and systems upon which the Manager, Finance might be requested to report, and subsequently to consider the Manager, Finance report and the Chief Executive's response.
- 3 In relation to risk:
  - 3.1 To review the risk strategy and the risk register.
  - 3.2 To review the insurances.
  - 3.3 To review the business continuity plan.

### **Constitution**

Resources Panel chairman  
President  
Hon Treasurer  
Up to 3 others  
(Quorum: 3.)

### **Parent Body**

Resources Panel

### **Modus Operandi**

At least two meetings are held each year, one of which immediately precedes the March meeting of the Resources Panel.

## **COMMUNICATIONS PANEL**

### **Terms of Reference**

- 1 To develop and promote, internally and externally, communications with relevant stakeholders using the most appropriate medium so that appreciation of the value structural engineering contributes to the welfare and safety of society is enhanced.
- 2 To liaise with other relevant organisations, including government, other professional institutions and industry bodies, and the public at large, to raise awareness of structural engineering and the role of the Institution as the leading international body for structural engineers.
- 3 To seek to ensure that Branches, Sections, Divisions and Groups are an integral part of the communications strategy, and that strong links and relationships with HQ are maintained.
- 4 To direct and coordinate the actions of Panels reporting to the Committee to ensure appropriate communication of their work to members, worldwide.

### **Constitution**

Journal Editorial Board chairman  
Young Members' Panel representative  
Up to 11 others  
(Quorum: 7)

### **Panel**

Journal Editorial Board

## **Modus Operandi**

The Committee usually meets 4 times a year and makes a report to the Executive Board after each meeting.

The Panels and Task Groups of the Committee make reports of each of their meetings to the Committee and the Committee directs and coordinates the actions of the Panels.

## **EXAMINATIONS PANEL**

### **Terms of Reference**

- 1 To report to the Membership Committee on how the Chartered Membership Examination and the Associate-Membership Examination should be conducted in accordance with the policy set by the Institution.
- 2 To keep under review the relevance of the examinations to the practice of structural engineering.
- 3 To report to the Membership Committee or other Committee, as appropriate, on decisions taken and the outcomes achieved, including the following:
  - the format and content of examinations,
  - regulations and procedures,
  - the appointment and briefing of Examiners and Advisers,
  - examination centres,
  - marking and monitoring,
  - prizes and awards.
- 4 Following each examination, to submit a pass list and a report to the Membership Committee.
- 5 To consider appeals against examination results.
- 6 To consider any other matters as directed by the Membership Committee, reporting back as appropriate.

No-one shall, normally, serve on the Panel for more than five consecutive years.

### **Constitution**

Chartered Membership Examination Advisers (6)  
Associate-Membership Examination Advisers (2)  
(Quorum: 4.)

Members of the Panel (including the chairman and vice-chairman) for the following session shall be appointed by the President. No-one shall, normally, serve as a chairman of the Panel for more than three consecutive years. No one shall, normally, serve on the Panel for more than five consecutive years.

### **Parent Body**

Membership Committee

### **Modus Operandi**

The Panel meets 4 times a year and reviews examination procedures, appoints marking examiners, develops questions and considers feedback from examination centres and correspondence from prospective candidates.

There is an annual Trial Marking Meeting held in May each year (CM/AM) where the markers get together to discuss the marking of scripts. The Sub-Panels for both examinations meet in June/July respectively to moderate the examination results and decide the prizewinners.

## **HEALTH & SAFETY PANEL**

## **Terms of Reference**

- 1 To be responsible for developing and implementing policy concerning health and safety matters relating to structural engineering and the members of the Institution.
- 2 To act as the focus for the Institution's involvement, and that of its members, in health and safety related matters, and for the development of advice and guidance to both members and clients.
- 3 To keep under review, and to seek to influence, health and safety related legislation, regulations, codes of practice and other matters affecting the profession.
- 4 To maintain working relationships with appropriate external bodies (HSE, CIC, ICE, inter alia).
- 5 To maintain working relationships with other Institution committees and panels, such that information is disseminated appropriately.

## **Constitution**

Chairman  
Up to 10 other persons  
HSE representative  
Legal representative  
Corresponding members  
(Quorum: 4.)

## **Parent Body**

Engineering Practice Committee

## **Modus Operandi**

The Panel meets 4 times a year and makes a report to the Engineering Practice Committee as appropriate.

## **JOURNAL EDITORIAL BOARD**

### **Terms of Reference**

- 1 To determine and reflect the needs of the Institution and its members in relation to The Structural Engineer.
- 2 To promote the global nature of the Journal.
- 3 To be a source of advice and feedback to the Editor of the Journal, including the content and the balance of material being presented.
- 4 To oversee the peer review process for papers submitted to the Institution, to assess the quality of such submissions, and to make recommendations for publication to the Editor.
- 5 To assist in promoting the submission of short articles, Viewpoints, design examples, etc. for publication in the Journal.
- 6 To report to the Communications Strategy Committee, and to liaise with other relevant external organisations.
- 7 To be mindful of commercial responsibilities, and to work within the resources allocated to the Journal.

### **Constitution**

Up to 13 persons  
(Quorum: 4.)

### **Parent Body**



## **Modus Operandi**

The Board meets 3 times a year.

The Managing Editor is responsible for the content of the Journal, its presentation, production and meeting commercial targets. The Editorial Board is concerned with the content of the Journal and how this meets the needs of the individual members, the Institution. It also takes an overview of commercial opportunities relating to the Journal, including advertising and subscriptions. The Board reports on its work and future plans to the Communications Panel.

## **PAPERS AWARDS JUDGING PANEL**

### **Terms of Reference**

- 1 To assess papers published in The Structural Engineer, and to make decisions regarding Institution awards.
- 2 To assess Branch and Section prize-winning papers, and to make decisions regarding Institution awards.

### **Constitution**

The Immediate Past President  
The Chairman, Research Panel  
Up to 9 other persons  
(Quorum: 4.)

### **Parent Body**

Executive Board

## **Modus Operandi**

The Panel meets once a year, and makes an annual report to the Executive Board on its decisions.

## **PEOPLE AWARDS JUDGING PANEL**

### **Terms of Reference**

Taking account of the Institution's international role, to make decisions regarding the following annual awards:

Gold Medal  
Lewis Kent Award  
Service Award  
Honorary Fellowship  
Maitland Lecture  
Keith Eaton International Award  
Lifetime Achievement Award  
President's Medal

### **Constitution**

The President (Chairman)  
The Immediate Past President  
The 3 Vice-Presidents  
3 others senior members.  
(Quorum: 4.)

### **Parent Body**

Executive Board

## **Modus Operandi**

The Panel normally meets twice a year. Following the second meeting a report of its decisions is made to the Executive Board.

## **PROFESSIONAL DEVELOPMENT PANEL**

### **Terms of Reference**

- 1 To be responsible for the development of the Institution's professional development policy.
- 2 To make recommendations on the policy outlined in the Institution's "An Institution for 2010".
- 3 To monitor the operation of continuing professional development activities and policy against the Institution Code of Conduct.
- 4 To promote the benefits of CPD to the membership and to provide relevant guidance and documentation for recording CPD.
- 5 To monitor and review the operation of the scheme for CPD annual returns.
- 6 To give guidance to Branch, Division, Section and Group CPD Officers in the discharge of their duties.
- 7 To take account of the Institution's international role in relation to the Panel's activities.
- 8 To liaise with the Membership Committee and other relevant Committees/Panels.

No-one shall, normally, serve on the Panel for more than five consecutive years.

### **Constitution**

Up to 8 persons  
Branch Professional Development Officers  
Corresponding members  
(Quorum: 4.)

No-one shall, normally, serve as a chairman of the Panel for more than three consecutive years. No one shall, normally, serve on the Panel for more than five consecutive years.

### **Parent Body**

Membership Committee

## **Modus Operandi**

The Panel meets twice per year in January and June. A third meeting may be held in April should there be sufficient business to warrant holding a meeting.

## **REMUNERATION & CONDITIONS OF EMPLOYMENT PANEL**

### **Terms of Reference**

- 1 To determine and review the Institution's policy on staff remuneration and the terms and conditions of employment of staff.
- 2 To receive proposals for annual increases in staff salaries from the Chief Executive.
- 3 To benchmark and review the employment package for all the Institution staff, including any changes to terms and conditions of pay, benefits and training as defined in the Employee Handbook.
- 4 To make specific recommendations on the remuneration package for the Chief Executive.

- 5 To review Institution procedures for implementing changes to employment regulations and best good practice advice.

### **Constitution**

The Chairman, Resources Panel  
A Past President  
The Senior Vice-President  
The Vice-Chairman, Resources Panel  
The Honorary Treasurer  
Up to 2 senior members (to ensure that the full Panel membership is 6)  
(Quorum: 3.)

In attendance at meetings:  
Chief Executive  
Directors  
HR and Facilities Manager – Panel Secretary

### **Parent Body**

Resources Panel

### **Modus Operandi**

- 1 To operate on the basis of two meetings per year
- 2 To keep relevant matters and papers confidential

## **RESEARCH PANEL**

### **Terms of Reference**

- 1 To promote the effective dissemination and application of the results of research to enhance the practice of structural engineering.
- 2 To attract young people to research careers.
- 3 To influence the direction of future research priorities.
- 4 To promote and administer the Research Fund.
- 5 To liaise with other organisations with an interest in research.
- 6 To take account of the international nature of the Institution in relation to the Panel's activities.
- 7 To promote all aspects of research related to the science and art of structural engineering.

### **Constitution**

Up to 10 persons  
Engineering & Physical Sciences Research Council representative  
Department of Trade and Industry representative  
Corresponding members  
(Quorum: 4.)

### **Parent Body**

Engineering Practice Committee

### **Modus Operandi**

The Panel meets 3 times a year.

Institution Task Groups are asked to let the Panel know of any research topics that are identified during their work. Some Institution reports contain an appendix suggesting possible avenues for research.

The Panel is involved in sourcing articles for publication in the 'Research Update!' section of The Structural Engineer.

The Panel organises occasional joint seminars with the Engineering & Physical Sciences Research Council to promote the dissemination of the results of EPSRC-funded projects.

The Panel exchanges notes of meetings with the Institution of Civil Engineers Innovation & Research Board. The Panels and Board may hold occasional joint meetings.

The Panel recommends to the Engineering Practice Committee the name of a representative to the Construction Industry Council Forum for Research Innovation and Knowledge.

## **RESOURCES PANEL**

### **Terms of Reference**

To be responsible to the Executive Board for assessing and reviewing the Institution's resource needs, by

- 1 Monitoring the planning and control of the Institution's finances by the Chief Executive and the Senior Management Team.
- 2 Considering and recommending to the Executive Board rates of annual subscriptions and fees for the following year.
- 3 Considering the audited accounts of the Institution for the preceding financial year and, if thought fit, recommending their approval to the Executive Board.
- 4 Through the Remuneration & Conditions of Employment Panel, keeping under review the staff's remuneration package and conditions of employment.
- 5 Keeping under review the Institution's accommodation requirements, and monitoring the maintenance of its premises.
- 6 Reviewing the Institution's banking facilities.
- 7 Through the Audit Liaison & Risk Panel, reviewing the appointment of the Institution's auditors and making an annual recommendation to the Executive Board.
- 8 Through the Audit Liaison & Risk Panel, keeping under review the Institution's insurances, risk register and business continuity planning.
- 9 Giving guidance to regional group treasurers and study group convenors in the discharge of their duties, and
- 10 Acting as the Institution's point of contact with the Institution of Construction Engineers and the Association of Construction Engineers.

### **Constitution**

President  
2 members of Council  
Hon Treasurer  
Panel chairmen  
Up to 6 others  
(Quorum: 6.)

### **Panels**

Audit Liaison & Risk  
Remuneration & Conditions of Employment

### **Modus Operandi**

The Committee normally meets 4 times during the year and makes a report to the Executive Board as appropriate. It considers the resources of Institution (financial, staff and premises) and in particular

management accounts, cash flow forecasts and budgets (including Branch budgets).

## **STRUCTURAL AWARDS JUDGING PANEL**

### **Terms of Reference**

To make decisions regarding winning and commended entries for the annual Structural Awards to make a decision regarding the winning entry for the Institution Supreme Award for Structural Engineering Excellence, to keep the decisions confidential, and to announce the results at the annual Awards Dinner.

### **Constitution**

Up to 12 persons (but adjusted in proportion to the number of entries).  
(Quorum: 8.)

### **Parent Body**

Executive Board

### **Modus Operandi**

The Panel normally meets once a year, following which a report of its decisions is made to the Executive Board. Awards are usually made at the Awards Dinner in the following November.

## **SUSTAINABLE CONSTRUCTION PANEL**

### **Terms of Reference**

- 1 To promote sustainability issues with the Membership and to advise the Engineering Practice Committee and members on issues relating to sustainable construction.
- 2 To provide a forum for debate and dissemination of information on sustainable construction issues relevant to the Membership.
- 3 To monitor the profession's training standards, traditions, and practice to ensure that structural Engineers are able to provide a professional service to customers in relation to sustainable construction, and to promote change.
- 4 To contribute to the development of effective industry-wide initiatives on sustainable construction in conjunction with other construction sector bodies.
- 5 To respond to Government and construction industry consultations relevant to the Panel's Terms of Reference.

### **Constitution**

Up to 12 persons  
Corresponding members  
(Quorum: 4.)

### **Parent Body**

Engineering Practice Committee

### **Modus Operandi**

The Panel meets three times during the session or as necessary.

## **TECHNICAL PUBLICATIONS PANEL**

### **Terms of Reference**

- 1 To advise Engineering Practice Committee on policy relating to the publication of Institution

reports on technical and professional matters

- 2 To initiate, develop and achieve approval for Institution reports on technical and professional matters.
- 3 To keep Institution reports under review and to arrange their revision or withdrawal as appropriate.
- 4 To liaise with the Communications Strategy Committee with regard to promotion of Institution reports.

### **Constitution**

Up to 12 persons  
Corresponding members  
(Quorum: 4.)

### **Parent Body**

Engineering Practice Committee

### **Modus Operandi**

The Panel meets 4 times during the session.

The Panel forms Task Groups to undertake the drafting of Institution reports

The Panel operates a formal peer review procedure to which all draft Institution reports are subjected prior to approval for their publication being granted.

## **YOUNG MEMBERS' PANEL**

### **Terms of Reference**

- 1 To represent the views of younger members of the profession on a range of Institution activities and events.
- 2 To consider and develop new initiatives for younger members.
- 3 To advise on the content of the Journal with regard to young members and other relevant materials on the Institution's Website.
- 4 To raise the awareness and interest of young people, from school age upwards, in the profession and to encourage young people in university to join the Institution.
- 5 To liaise with the Application and Professional Review Panel, Membership Committee and the Communications Strategy Committee and other relevant committees/panels as appropriate.

No-one shall, normally, serve on the Panel for more than five consecutive years.

### **Constitution**

Up to 14 members aged up to 35. Members above this age limit may be accepted, subject to consideration and approval from the Panel. No one shall, normally, serve on the Panel for more than five consecutive years.  
Corresponding members.

### **Parent Body**

Membership Committee

### **Modus Operandi**

The Panel meets 3 times during the session. After each meeting a report is submitted to the Membership Committee and the Communication Panel.