

## CDI: Ethics and Professional Standards Committee

### Terms of Reference

Effective from: 8<sup>th</sup> December 2022.

#### 1. Purpose

The Ethics and Professional Standards Committee (EPSC) is a Standing Committee of the CDI Board. It advises the Board on the key issues concerning Ethics, Professional Standards and Professional Development and plays a governance role with the maintenance of the Code of Ethics and responsibility for the CDI Complaints and Discipline Procedure.

#### 2. Term

This Terms of Reference document is effective from the date of approval and will be reviewed annually. It may be amended, varied or modified in writing after consultation and agreement with EPSC members and the CDI Board, then presented at an AGM or EGM and approved by a vote of the Voting Members of the CDI.

#### 3. Membership

The EPSC comprises the Chair of EPSC, the Head of Professional Development and Standards (Head of PDS) plus:

<b>Professional Constituency: Two representatives per constituency</b>
Career education/leadership in schools/college/HE
Career guidance/coaching in the private sector
Career guidance/coaching in the public sector including educational establishments
Professional development including training/research/sector development
Career guidance/coaching in the voluntary/community sector
<b>National Constituency: One representative per constituency</b>
England
Scotland
Wales
Northern Ireland

The Chair of the EPSC is a Board Director and Voting Member of the CDI.

The Chair and members of the EPSC are elected by the membership for a term of three years, renewable once through election, following the agreed process.

Co-options are allowed for specific purposes and timescales, following the agreed process. Co-opted members do not have voting rights.

The CDI Head of PDS is a permanent, non-elected member of EPSC and has EPSC voting rights.

#### **4. Responsibilities of the Chair and EPSC Members**

##### **CDI Code of Ethics**

- Ensure that the CDI Code of Ethics is up to date and fit for purpose.
- Maintain the CDI Complaints and Discipline Procedure.
- Consider any reported breaches of the Code of Ethics and enforce the CDI Complaints and Discipline Procedure.
- Advise on ways to promote CDI members' understanding of the Code of Ethics.

##### **Professional Development**

- Act as advisers to the Head of PDS, and provide feedback, challenge and support for planned initiatives brought to EPSC by the Head of PDS in order to enhance the professional knowledge, understanding, skills and behaviour expected from CDI members.
- Raise ideas for new or improved CDI support and services to enhance ethical practice, professional standards and professional development opportunities, for consideration by the Head of PDS.
- Consider opportunities to undertake work that may be proposed for delivery by members of the EPSC by the Head of PDS.

##### **Reflecting current practice issues and opportunities**

- Act as a point of feedback from members and Council members within respective constituencies on developments in professional practice, as well as the professional standards and ethical challenges faced by practitioners.
- Consult with the CDI Council to seek information on developments in professional practice as well as the professional standards and ethical challenges faced by practitioners.
- Advise on potential actions and activities that would address issues, enhance ethical practice and professional standards and support members.

##### **Professional Recognition**

- As the CDI investigates Chartered Status for the sector, provide advice on its implications for ethical practice and professional standards.
- Form judging panel(s) for the UK Career Development Awards, following shortlisting by the CDI Board.
- Form the panel to award CDI Fellowships, alongside members of the CDI Board.

##### **CDI Governance**

- The Chair of EPSC is a Board Director and Voting Member of the CDI. As such they are entitled to attend all Board meetings either in person or virtually.
- The CDI Board will consult EPSC on any matters relating to proposed changes to the governance of the CDI. Such consultation will allow sufficient time for the comments of EPSC to be discussed fully prior to presentation to members at an AGM or EGM.
- The Committee acts in an advisory capacity to the CDI Board, to review and provide feedback on matters related to the remit of the EPSC. Any decision relating to Ethics and Professional Standards may not be made by the Board without consideration by the Chair of EPSC and if necessary EPSC members.
- The Committee may advise on other issues, ideas and initiatives presented by the Board, where it values the input of the EPSC.

## **5. Expectations of EPSC Chair**

- Must be a CDI member.
- Must be on the UK Register of Career Development Professionals.
- Works with the Head of PDS to report on the activities of the EPSC to the CDI Board and liaise with the CDI President on any issues.
- Possesses sufficient understanding of and engagement with the profession, across the sector, to gather ongoing feedback and insight from members.
- Ability to work effectively with others and encourage the sharing of ideas.
- Ability to commit the time as necessary to support the smooth running of the Committee and contribute to EPSC-related activities.
- Convenes the Disciplinary Committee as required
- Co-ordinates the final judging panels for the UK Career Development Awards.
- Chairs the Fellowships awarding panel and participates on the judging panel(s) for the UK Career Development Awards.
- Presents the annual EPSC report at the AGM.

## **6. Expectations of EPSC members**

- Must be a CDI member.
- Strongly desirable for all members to be on the UK Register of Career Development Professionals. Members who are not on the Register may not participate in Disciplinary Panels unless they have relevant experience in relation to the case which would be beneficial to the Panel.
- Regular attendance at EPSC meetings and make an effective contribution to proceedings.
- Possess sufficient understanding of and engagement with their professional or national constituency to gather ongoing feedback and insight from members.
- Ability to work effectively with others and share ideas.
- Ability to commit the time as necessary to contribute to EPSC-related activities, such as presenting at conferences, writing papers, etc., as agreed with the Head of PDS.

## **7. Responsibility of the Head of PDS**

- Attends all EPSC meetings as a member of the EPSC, presenting papers and initiatives to seek advice as required.
- Considers all EPSC feedback and advice in determining future actions, though retaining the authority to decide actions to take forward.
- Agrees work to be undertaken by EPSC members or others with the relevant expertise.
- Works with the Chair of EPSC to report on the activities of the EPSC to the CDI Board and

escalate any issues to the Chief Executive.

## **8. Meetings**

- Held quarterly. Three hours' duration if online and one day's duration if face to face.
- Chaired by the Chair of EPSC or, in their absence, the Head of PDS.
- Quorum will be seven representatives of the professional and national constituencies plus the Chair of EPSC or Head of PDS.
- Decisions will be made by consensus. If necessary, a vote may be taken and agreed by a simple majority. The Chair of EPSC has the casting vote.
- Where a decision directly impacts a professional or national constituency not represented at the meeting, the decision will be recorded as provisional, and the views of the relevant representatives will be sought and the decision reviewed appropriately.
- Action notes will be produced within two weeks of the meeting by the secretary to the meeting. Full minutes will be produced within four weeks of the meeting.
- The CDI Executive Assistant acts as the secretary to EPSC and is responsible for producing the Action Notes of meetings, in agreement with the Head of PDS and the Chair, producing Agendas, sending notices of meetings and appropriate papers to members, and any other administrative tasks agreed with the Chair and/or Head of PDS and the Chief Executive.
- The Chair of EPSC and the Head of PDS will meet before each meeting to agree the agenda and produce or commission any papers for these to be circulated a week in advance of the meeting.
- Action Notes of meetings will be available to view on the CDI website following approval at the next meeting of the Committee.