



UK WORKFORCE PROFESSIONAL DEVELOPMENT BOARD

Terms of Reference

Contents

Introduction	3
Purpose	3
Scope	3
Responsibilities	4
Membership	4
Tenure and Elapse	5
Quorum	6
Meetings	6
Task and Finish Sub-Groups	6
Additional Information	7
Review	7

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Introduction

The UK Workforce Professional Development Board has been established to function as a sub-committee of CIMSPA's Board of Trustees and has been delegated authority as the lead on workforce policy. The vision of the UK Workforce Professional Development Board is to grow the attractiveness of working in the Sport and Physical Activity sector and ensure all customers and consumers have a safe and high-quality experience.

For the purpose of this document:

- the UK Workforce Professional Development Board shall be referred to as 'the UK WPDB'
- the Sport and Physical Activity Sector shall be referred to as 'the sector'

Purpose

The UK WPDB will act as a safeguard in delivering the sector's employers' asks by;

1. Shaping, reviewing and refining workforce policy to support the sector's workforce.
2. Advising on the development of future workforce policy.

Scope

The three primary areas of focus for the group:

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

The key areas of workforce policy are likely to include:

- Oversight of Local Skills Accountability Boards, ensuring work supply meets employers' demands.
- Oversight of the Sport and Physical Activity Workforce Observatory Board, ensuring workforce skills planning and development is informed by robust data-driven insights and actionable recommendations.
- Maintenance and ongoing relevance of the sector's professional standards.
- Co-ordination of the sector's apprenticeship 'Trailblazer' submissions and maintain current apprenticeship standards and frameworks.
- Development, maintenance and ongoing relevance of the standards for deploying the sector's workforce.

- Oversight of the operational plans of the Professional Development Committees (PDCs), Specialist Expert Groups, Policy Approval Panel and other appropriate groups, ensuring they are developing, monitoring, and revising workforce policy relevant for their industry.

Responsibilities

Members of the PDB are responsible for:

- Monitor the work of the PDCs, Specialist Expert Groups, Policy Approval Panel and any other appropriate 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 education programmes developed for the sector which will be conducted and managed by CIMSPA on a non-profit making basis.
- Report to and advise the CIMSPA Board of Trustees on matters relating to workforce policies.
- Work cohesively with the National Sector Partners Group, providing support and guidance in strategic external affairs, escalating issues of concern if relevant that may need to be raised with government officials and policy makers.

Membership

The UK WPDB is an employer-led group supported by a small number of industry stakeholders. Where appropriate board and committee members should be CIMSPA partners and / or individual members.

The UK WPDB shall comprise of a minimum of 20 and a maximum of 28 members:

- One Chairperson - this must be a CIMSPA Board trustee
- Up to two Vice-Chairpersons
- The Chairpersons of each of the Workforce Professional Development Committees and the UK Workforce Policy Approval Panel.
- A minimum of 2 other employers representing micro, small, medium or large businesses as defined by the companies act 2006.
- A representative from each of the Home Nations' Professional Development Boards – Chairperson or nominee of the Chairperson.

- A technical specialist in the following areas:
 - Health and Wellbeing
 - Inclusion
 - Coaching
 - Trade Body
 - Higher Education
 - Further Education
 - Awarding Organisations
 - Independent training providers
- Two representatives from Sporting Governing Bodies.
- A representative from each of the Home Nation Sports Councils (Sport England, sportscotland, Sport Wales and Sport Northern Ireland)
- One member of CIMSPA's executive team (excluding the CEO) in a non-voting capacity

The UK WPDB aims to ensure that Board and Committee members are representative of all sections of society that they serve. The UK WPDB welcomes and embraces the different perspectives, backgrounds and cultures individuals bring to the UK WPDB and is committed to ensuring its operation reflects this, through inclusive practices that positively promote respect, equal opportunities for all and dignity.

Tenure and Elapse

UK WPDB members are eligible to stand for a term of up to three years. After the first year of the initial term, their position will be reviewed in accordance with the UK WPDB's skills requirements, composition and diversity. At this point, the board member may be invited to continue in their position for a further two years, with annual reviews, until they have completed their initial three year term. A maximum of three terms of three years may be served following this format.

Once a board member has completed their maximum term, at least four years must elapse before they can be eligible to re-stand as a member of the UK WPDB.

Positions held on the UK WPDB by Board trustees will be managed in accordance with the tenure and elapse for their Board trustee position. However, should an individual step down from their trustee role before they have served the maximum term on the UK WPDB, the UK WPDB may decide to allow them to remain on the UK WPDB as an Appointed Board Member, subject to satisfactory performance and an Appointed Board Member role being vacant.

Quorum

The quorum necessary for the transaction of business shall be 10 members, which must include the Chair or one of the Vice-Chairs. In addition the secretariat must be present. If the Chair or one of the Vice-Chairs is not available, the meeting will be postponed.

Meetings

The UK WPDB shall normally meet four times per year, with additional meetings scheduled on a demand led basis if required. Meetings will normally be held virtually, but may be face-to-face at an appropriate venue or hybrid if required.

Where recommendations or action are needed by the UK WPDB more urgently than would be allowed by consideration at the next meeting, the matter will be dealt with by correspondence (usually electronic).

Only members of the UK WPDB have the right to attend UK WPDB meetings. However, CIMSPA Senior Leadership Team members may be invited to attend meetings of the UK WPDB on a regular basis and other non-members or trustees may be invited by the Chair to attend all or part of any meeting as and when appropriate and necessary.

- A minimum of 21 days written notice shall be given to every member of each meeting.
- Papers for the UK WPDB will be circulated not less than five working days before each meeting
- The minutes of each UK WPDB meeting shall be made available to the UK WPDB at the earliest convenience.
- The minutes of each UK WPDB meeting shall be made available to the CIMSPA Board of Trustees on request. The UK WPDB will report to the Board of Trustees on its duties and responsibilities following each UK WPDB meeting.

Task and Finish Sub-Groups

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

Additional Information

In exceptional circumstances the UK WPDB may co-opt an individual onto the UK WPDB to ensure that it has the required skills or experience to meet the needs of the UK WPDB, the Board and the wider organisation. Co-opted Board members will still be required to undergo an interview process prior to appointment.

If the Chair of the UK WPDB is unable to attend or is not present at the start of a meeting, one of the Vice Chairs shall act as Chair for the duration of the meeting.

Outside of the formal meeting programme, the UK WPDB Chair will maintain a dialogue with key individuals involved in the company's governance, including the Chair of the Board of Trustees.

CIMSPA's staff team will provide secretariat to the UK WPDB meetings and will record all minutes of meetings, actions, decisions made and changes to policy and procedures on behalf of the UK WPDB. The Chair of the UK WPDB will review draft documents and approve for circulation to UK WPDB members and public facing copies (where applicable).

The UK WPDB shall:

- Have access to sufficient resources in order to carry out its duties, including access to a secretariat for assistance as required.
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- Give due consideration to laws and regulations, CIMSPA's Charter and Statutes, these Terms of Reference, the Board and Committee Members' Code of Conduct and any other applicable rules as appropriate.
- Arrange for periodic reviews of its own performance, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board of Trustees for approval.

Review

The UK WPDB Terms of Reference will be reviewed by the Board of Trustees in May 2028 unless changes in policy, governance or other circumstances require a review prior to this date. They will then be reviewed biennially in accordance with the Board of Trustees' annual plan.



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