

BRITISH ASSOCIATION OF SOCIAL WORKERS

Terms of Reference

BASW National Standing Committees (NSCs)

BASW NSCs will adhere to the national standing committee responsibilities as specified in the Articles of Association and Regulations 2018. Key clauses are:

From the Articles of Association

44. National Standing Committees

44.1 There shall be four National Standing Committees, each of which shall appoint two Appointed Directors to Council, and which represent the Association in England, Northern Ireland, Scotland and Wales.

44.2 The National Standing Committees deal with high level policy of the Association in their relevant jurisdictions, act generally as advisory committees to the Council and may exercise functions, specified in the Regulations, or delegated to them by the Council.

44.3 The Regulations shall make further provision about the National Standing Committees.

44.4 The National Standing Committees shall engage with **Branches** in their regions appropriately, in accordance with Council policy.

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45.1 Each Branch shall have a management committee which will liaise and co-operate with Council and with the relevant National Standing Committee in accordance with terms of reference set by Council.

From the Regulations

6.3 Appointed Directors

6.3.1 Each National Standing Committee shall select two representatives to serve as Appointed Directors.

6.3.2 The process for selection will be set out in the National Standing Committee Terms of Reference.

6.3.3 A term of office is two years. It commences at the AGM which follows the relevant selection and ends at the second AGM following her or his appointment.

6.3.4 If a post of Appointed Director becomes vacant between routine appointments, the relevant National Standing Committee may appoint a replacement. Such replacement will serve for the remainder of the term of the person they are replacing. At the end of that term she or he may stand for the relevant office and this replacement term will not count towards their maximum term, as described in Regulation 7.

6.3.5 No person may be nominated or elected as an Appointed Director unless she or he is a Full Voting Member prior to being nominated.

NSC TERMS OF REFERENCE

1. Purpose

The NSCs exist to represent and promote the interests of BASW members, to develop and promote excellent social work within each country and to pursue the Association's overall mission – ***for social workers, for social work, for a better society*** - vision and business plan within specific country context. Each NSC is committed to developing BASW as the strong, independent voice of social work and social workers.

2. Values and Principles

All BASW NSCs will promote BASW's Code of Ethics for Social Work. The work of the committee will be underpinned by this value base and commitment to act ethically, respect and promote equality, diversity, human rights, social justice, professional discourse and excellent social work practice.

The NSC will lead country membership in collective commitment to the Code of Ethics, demonstrating this, particularly in the conduct of the committee's business and in all its relationships with members, service users and the wider public.

The Committee will adhere to the Code of Conduct for Council and Committees, to ensure members support one another, raise issues and work together to communicate effectively and maintain open dialogue.

The NSC will adhere to transparent governance processes and will be accountable to the membership. These Terms of Reference will be kept under review by Council on an annual basis to ensure they remain fit for purpose.

3. Aims and Objectives

The NSC will:

- a. Develop and promote ethical standards and excellent practice in social work.
- b. Seek to sustain and increase the membership of BASW within the country.
- c. Work on behalf of and represent members in the country including within the other Committees of BASW and its Council.
- d. Gather and coordinate country membership feedback and opinion in relation to the affairs of the Association including their expectations and views on key matters of policy and professional interest.
- e. In conjunction with the Country Manager, develop and implement an annual country Business Plan (subject to its recommendation by the Chief Executive to, and subsequent approval by, Council) and contribute to the publication of a country report in the Annual Report of BASW.
- f. Engage at a strategic level with country policy makers, professional and other sector leaders, to promote and support social work and social workers, and to promote the interests of the Association.
- g. Safeguard and promote the unique professional identity of social work and the protected title of social work, working with the devolved country regulatory bodies to promote the best interests of the profession and the people we serve
- h. Develop an active membership, enabling social workers, retired social workers and student social workers to contribute directly to the development of the organisation and the profession.
- i. Establish and oversee task and finish and working groups, and other representative groups of members, to take forward country-specific policy, practice and educational developments, to show leadership and have significant impact at national and regional levels.
- j. Facilitate involvement and co-production with people who use services, carers and families in the development of excellent social work, in forming views and acting on key issues in the sector and in the development of BASW.
- k. Support the production of high-quality practice and policy statements and guidance, and other products and initiatives to develop the profession and the standing of social work.
- l. Raise awareness and work in partnership with other professional bodies, trade unions and other organisations to promote the interests of our members.

- m. Engage in work with the media to promote the profession.
- n. Promote and implement BASW AGM motions and review their progress in country context.
- o. Escalate significant membership concerns to Council as required.
- p. Promote information sharing and communication between the membership groups in the country, in partnership with other countries, teams and services across the Association and with Council.
- q. Co-operate with any other organisations and person engaged in developing social work and social workers within each country.
- r. Deal with such other matters as may, from time to time, be referred to it by member groups or by the Council.
- s. Ensure compliance with relevant Council decisions within each country including standards set by Council for the diversity of the membership of Committees and compliance with the Association's Equality, Diversity and Inclusion Strategy.
- t. Inform Council of issues that have arisen within the relevant Country which may require a UK response.

4. Status

The NSC is a Committee of the Association as set out in the Articles of Association.

The NSC shall appoint from within its number 2 members of the NSC who will sit as the National Standing Committee representative members of Council and accordingly, will be Directors of BASW. This will usually be the Chair and Vice-Chair.

5. Composition

- a) Each NSC shall comprise a minimum of 11 and maximum of 15 members. A minimum of 9 members must be elected (rather than co-opted) in accordance with the NSC election process. If members formally seeking election through the nominations process are unopposed, they may be confirmed in role as elected members at the country's annual meeting rather than be elected via a ballot. Elections for members of NSCs will be carried out in accordance with the NSCs' election process which is laid out in the procedure document 'NSC Election Process'.

- b) Each NSC shall decide whether to hold an election within the country membership *or* appoint from within its number the following officer positions:
- Chair
 - Vice Chair
- c) Each NSC may also co-opt up to 5 BASW members onto the NSC, which may include, but is not limited to:
- Chairs of reference groups, PPEGs, Forums and other representative sub-groups
 - Chairs of Branches
 - Leads for specific areas of work within the business plan
 - Other members based on specific expertise, skills and/or knowledge
- d) Each NSC may also appoint/co-opt up to 3 additional member, advisors or consultants to attend Committee meetings for specific purposes from within or outside the membership of BASW. This may include (but is not limited to) service user and carer representatives, advocacy organisations, HEI/academic advisors. These co-options/appointments should be time limited and must be reviewed formally by the committee after 12 months. They may be renewed for up to six years, in line with the maximum term of other committee members. The purpose and contribution of non-member appointees/co-optees should be reflected in the Committee work plan and may include voting rights if agreed by the committee members and Chair. NSCs may appoint people to increase the diversity of the committee in respect of protected characteristics. Any conflicts within Committees about whether appointees/co-optees should have voting rights should be escalated to Council for discussion and decision.

6. Procedures for election

- a) Elections for NSC membership will be carried out in accordance with the election process for NSCs.
- b) One half of elected positions usually will be subject to re-election each year. This means a committee member will serve terms of two years before being subject to an election, up to a total of three full terms (six years).
- c) If a casual vacancy occurs of an elected position in between the country Annual Meeting an election will take place if applications exceed vacancies or may be co-opted onto the committee if unopposed.
- d) If selected to fill a casual vacancy the member will hold office for the balance of the term of the person replaced but shall be eligible to stand for re-selection for a full term at the end of such term.

- e) If a vacancy occurs of a non-elected (i.e., appointed or co-opted) position, members of the NSC will consider and approve nominations against criteria to be determined by the NSC.

7. Tenure

- a) The term of office for officers (Chair and Vice Chair) of NSCs shall be 2 years commencing from the nation's annual meeting following their election. At the end of their term of office members may stand for re-election or re-appointment (according to the provisions of clause 5b) as an officer for up to another two terms (four years). No-one shall serve as an officer on the Committee in the same role for more than four consecutive years.
- b) As per clause 6b, a committee member may serve up to three terms of two years. After a committee member has completed six years, that member will not be eligible for subsequent re-election as a committee member until a period of two years has elapsed. They will, however, be eligible to stand for election as an officer at any time during or after their term as committee member, and if elected will then be subject to the provisions of clause 7a. Those stepping down from committee membership or reaching the end of their tenure may be invited to attend as non-voting advisors subject to the provisions laid out below.
- c) NSC representatives on Council shall hold office from the conclusion of the Association's Annual General Meeting following his/her selection until the conclusion of the Second Annual General Meeting thereafter (i.e. two years). They will be eligible to stand for re-selection for one further term of office of two years.
- d) Elected members and officers must attend 3 or more NSC meetings within each 12-month period. If they fail to do so, they will be required to stand down unless, exceptionally, they have provided notification and a reason that is considered acceptable by the Chair and Vice-Chair. The Chair and Vice-Chair can by exception refer the matter to the Honorary Officers of Council for a definitive decision if none can be reached by the committee officers. If the Chair and/or Vice-Chair fails to comply with the attendance requirements, the matter should be referred to Council Honorary Officers for a decision.
- e) Non-voting advisors on NSCs will be appointed for up to a maximum period of one calendar year from date of first appointment. At the end of that period of time, the NSC will determine if the term should be extended for a further period of up to one more year.
- f) These Terms of Reference were adopted on 25/01/2017. At that time, NSCs had a number of longstanding members. In keeping with these terms of office, ordinary members of NSCs in role on 26/01/2017 would be expected to stand down after a maximum of six consecutive years (three terms) from that date (see 7a above) i.e. on or before the 25/01/2023. Chairs or Vice Chairs of NSCs in role on 25/01/2017 would be expected to stand

down from committee either at the end of their tenure as Chair/Vice Chair or within six years (three terms) of taking up a subsequent ordinary Committee role.

8. Meetings

- a) Meetings will take place at least 4 times a year (face to face or by teleconference).
- b) The quorum shall be one-third of its members and in any case not less than three members, one of whom shall be an elected officer of the Committee.
- c) Approved non-confidential minutes of meetings will be posted upon the relevant page of the BASW website within 21 days of the meeting. Confidential minutes will not be published on the website and will be confidential to the committee members, Country team and secretariat, Council, Director of Support Services and Chief Executive.

9. Annual Members Meeting

At least one Annual Meeting will be called in each calendar year. Notice of annual meetings will be placed in PSW, on the BASW website and will be sent out electronically to relevant country members.

Proceedings at such meetings of members shall be conducted in accordance with the Clauses of the Articles of Association concerned with General Meetings of the Association: save that the quorum for such meetings may be determined by the relevant country Committee with the prior written approval of Council. NSCs may also call ad-hoc meetings within its national area and invite such persons as it considers appropriate to attend them.

The NSC may by notice call a meeting of members in the relevant national area in addition to the Annual Meeting if there is a pressing need to do so.

Any two Branches within the national area or any twenty members of the Association in the national area drawn from two or more Branches in the national area may request a national meeting is convened if an issue cannot be addressed through dialogue between the NSC and branches or other means. The NSC Chair and Vice-Chair will consider the request for an annual Meeting, liaise with the relevant branch/es and convey the NSC decision in writing to the Chairs of relevant branches. Branches may request that Council formally considers their concerns if resolution has not been achieved through the NSC. Council's decision on the matter will be final.

10. Sub-Groups

The NSC may appoint a member-led sub-committee, panel, policy group, forum, working party or any other group as it sees fit to deliver its work plan and the mission and aims of BASW, with such terms of reference as it shall prescribe or which have been agreed at Council.

- 11. Articles of Association and Regulations are the underpinning reference points for these Terms of Reference and should be consulted for details and where there is doubt.**