

Professional Standards Steering Group	
Terms of Reference	
1.	<p>Authority</p> <p>1.1. In accordance with the delegation from RICS' Governing Council and RICS Regulation 7.2., the Standards and Regulation Board (SRB) has exclusive responsibility for strategy, policy and operational oversight of the standards, entry and admission to the profession (through RICS' education and qualification standards), and regulatory functions of RICS.</p> <p>1.2. In accordance with RICS Regulation 7.2.5., the Standards and Regulation Board may delegate work to panels, sub-groups, working parties, Members, non-Members and RICS staff in order to fulfil its standards and regulatory objectives. Any delegated work shall be undertaken in accordance with terms of references approved by the Standards and Regulation Board.</p> <p>1.3. These terms of reference are approved by the Standards and Regulation Board under the powers delegated to it by Governing Council under RICS Bye-Law 7.2. and Regulation 7.2.5.</p> <p>1.4. Any variation to these Terms of Reference must be approved by the Standards and Regulation Board.</p>
2.	<p>Purpose &amp; Duration</p> <p>2.1. The primary purpose of the Standards Steering Group, an interim group established by the Standards and Regulation Board, is to:</p> <ul style="list-style-type: none"> <li>(i) Review any emergency interim standards approval arrangements in place and formulate and recommend an interim standards approval process to the Standards and Regulation Board for approval;</li> <li>(ii) Formulate and recommend an appropriate and efficient governance structure for the approval of standards, including drafting terms of reference for any recommended sub-group or committee;</li> <li>(iii) Formulate and recommend a permanent standards approval process to take effect under the permanent governance structure;</li> </ul>

	<p>(iv) Review and scrutinise all standards documents submitted, including conduct standards, professional standards and best practice information, and report to the Standards and Regulation Board as to the approval or other recommended action required in relation to the relevant standard save that no standards document will be submitted by the Steering Group to the SRB unless the Steering Group is satisfied that all criteria are met and approval by the SRB is the action recommended by the Steering Group and</p> <p>(v) Provide feedback to any other RICS governance body in relation to any standards documents submitted for approval.</p> <p>2.2. The Steering Group shall operate for a period of up to 12 months commencing 17 May 2023; and in any case no longer than 18 months subject to any extension granted by the Standards and Regulation Board.</p>
<p>3.</p>	<p>Membership</p> <p>3.1. The Steering Group shall comprise</p> <p>(i) a Chair;</p> <p>(ii) Four individuals comprising an accountant, lawyer, economist and an individual with appropriate and relevant professional regulatory experience;</p> <p>(iii) A consumer advocate;</p> <p>(iv) any other individuals invited to attend meetings at the request of the Chair.</p> <p>3.2. If the Chair of the Steering Group is not a Chartered member of RICS, an additional member may be appointed to the group who must be a Chartered member of RICS;</p> <p>3.3. The SEO or nominee/s may attend meetings of the Standards Committee but will not be entitled to vote.</p> <p>3.4. Membership of the Standards Steering Group may be amended by the Standards and Regulation Board.</p>

<p>4.</p>	<p>Appointments and Terms</p> <p>4.1. The Chair and Members of the Standards Steering Group shall be appointed in accordance with the following appointment process approved by the Standards and Regulation Board:</p> <ul style="list-style-type: none"> <li>(i) The Chair of the Standards and Regulation Board and SEO will establish a suitable recruitment process to attract suitably qualified candidates to Chair the Steering Group;</li> <li>(ii) The SRB Chair and SEO to agree candidate recommendations;</li> <li>(iii) The SRB Chair and SEO to interview recommended candidates and select the Chair; appointment to be confirmed by SRB on Chair's action;</li> <li>(iv) The Chair of the Standards and Regulation Board, SEO or nominee and Standards Steering Group Chair will establish a suitable recruitment process to attract diverse and suitably qualified potential professional Standards Steering Group members and submit a proposed list of appointees to the SRB Chair;</li> <li>(v) The Chair of the Standards and Regulation Board, SEO or nominee and Standards Steering Group Chair to agree appointment of Members and appointments to be confirmed by the SRB on Chair's action.</li> </ul> <p>4.2. Changes in membership must be approved by the Standards and Regulation Board.</p> <p>4.3. Appointments to the Steering Group will be for a period of 12 months, and in any case no longer that 18 months, subject to any extension granted by the Standards and Regulation Board.</p>
<p>5.</p>	<p>Chair</p> <p>5.1. The Chair of the Steering Group may be either a professional RICS member or independent.</p> <p>5.2. The Chair will chair the meetings of the Standards Steering Group. In the absence of the appointed Chair, members will select a Chair for the duration of the meeting.</p>
<p>6.</p>	<p>Administration</p> <p>6.1. A Regulatory Governance Executive will provide administrative support for each Standards Steering Group meeting.</p>

7.	<p>Quorum</p> <p>7.1 The quorum necessary for the conduct of meetings shall be half of the non-staff members of the Standards Steering Group and the Chair.</p>
8.	<p>Frequency of Meetings</p> <p>8.1 The Standards Steering Group will meet regularly, as directed by the Chair, but at least quarterly.</p> <p>8.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Standards Steering Group prior to each meeting by the Regulatory Governance Executive.</p> <p>8.3. Meetings will be held virtually unless otherwise indicated by the Chair.</p> <p>8.3 Decisions to be reached by the Standards Steering Group may be made by electronic means between meetings if appropriate.</p>
9.	<p>Conflict of Interest</p> <p>9.1. Any Member of the Standards Steering Group who has a material interest relating to any decision must declare their interest before the item relating to that decision is discussed and will not be entitled to vote on that decision.</p>
10.	<p>Notes of Meetings</p> <p>10.1. The Regulatory Governance Executive will take notes of meetings and circulate to all members within 15 working days of each meeting.</p>
11.	<p>Duties and responsibilities</p> <p>11.1. The Standards Steering Group will:</p> <ul style="list-style-type: none"> <li>(i) At all times act with integrity, in line with the principles of good regulation and governance, and maintain the confidentiality of RICS research and consultation until the SRB has approved relevant communications;</li> <li>(ii) At all times act with respect towards colleagues and the executive, and uphold the RICS Governing Council stated values;</li> <li>(iii) Be responsible for ensuring appropriate research and consultation has taken place with members and non-members to inform its recommendations;</li> <li>(iv) Ensure it has a sufficient understanding of the strategic</li> </ul>

	<p>implications of the Review on all stakeholders to inform its recommendations;</p> <p>(v) Provide guidance and advice to the Executive, ensuring the recommendations are in line with accepted best practice;</p> <p>(vi) Ensure the work of the Standards Steering Group and the Review aligns with the requirements of the organisation and the agreed objectives of the Review.</p>
12.	<p>Reporting responsibilities</p> <p>12.1. The Standards Steering Group is accountable to the Standards and Regulation Board.</p> <p>12.2. The Standards Steering Group will report at least quarterly to the Standards and Regulation Board.</p>
13.	<p>Delegation of duties</p> <p>13.1. The Standards Steering Group may delegate any of its duties to working groups (or similar) established by it.</p> <p>13.2. Any working groups (or similar) must be approved by the Standards and Regulation Board.</p>
14.	<p>Terms of Reference</p> <p>14.1. The Terms of Reference will be reviewed annually and recommended changes submitted to the Standards and Regulation Board for approval.</p>

Approved by the Standards and Regulation Board on 22 May 2023

Date for Review: November 2024