

Terms of reference – Valuation Assurance Committee

1 Authority

- 1.1 Delegation of responsibility and authority to the Standards and Regulation Board ('SRB') for the exclusive exercise of the standards and regulatory functions of RICS is made in accordance with RICS Bye-Law 7.2.1, Regulation 7.2.4 and the Regulatory Framework Document approved by Governing Council and agreed with the SRB dated 27 October 2022.
- 1.2 In accordance with RICS Regulation 7.2.5, the SRB 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 reference approved by the SRB.
- 1.3 These terms of reference are approved by the SRB under the powers delegated to it by Governing Council under RICS Bye-Law 7.2 and Regulation 7.2.5.
- 1.4 Any variation to these Terms of Reference must be approved by the SRB.

2 Purpose and duration

- 2.1 The primary purpose of the Valuation Assurance Committee ('the Committee'), a sub-group established by the SRB, is to establish and oversee the regulatory quality assurance framework for RICS Registered Valuers and RICS Regulated Firms undertaking valuation services, including:
 - 2.1.1 The Registration of RICS Registered Valuers, Valuation Compliance Officers and RICS Regulated Firms that undertake valuation services on an approved list (or lists).

- 2.1.2 The continuing professional development (CPD) requirements, including revalidation, required of RICS Registered Valuers and Valuation Compliance Officers to remain on the approved list(s).
 - 2.1.3 The monitoring, including audit arrangements of RICS Registered Valuers, Valuation Compliance Officers and RICS Regulated Firms that undertake valuation services on the approved list(s), to provide assurance of their compliance with the requirements of the registration scheme.
- 2.2 The Committee will also:
- 2.2.1 Receive and analyse data from regulation activities, RICS Registered Valuers, Valuation Compliance Officers and valuation firms, market participants, stakeholders, the public, consumers, clients or 'end users', which may include consultation with any group constituted under the RICS Board to provide advice and insight on valuation to inform recommendations for changes to the assurance framework and process where necessary.
 - 2.2.2 Keep under review the effectiveness of the rules, requirements and standards for RICS Registered Valuers, Valuation Compliance Officers and RICS Regulated Firms undertaking valuation services, including CPD, and recommend changes to the SRB.
 - 2.2.3 Publish valuation assurance-related commentary to RICS Registered Valuers and Valuation Compliance Officers to support the understanding and application of RICS' standards and assurance activities on issues such as regulatory risks, ethics, conflicts of interest and governance processes.
 - 2.2.4 Liaise with relevant regulators and bodies representing clients on relevant matters, such as client behaviour, in respect of valuation services.
 - 2.2.5 Recommend to the SRB areas or topics for mandatory or recommended CPD for RICS Registered Valuers and/or Valuation Compliance Officers.

- 2.2.6 Oversee the handling of whistleblowing reports about valuation practice from RICS Registered Valuers, Valuation Compliance Officers, RICS Regulated Firms that undertake valuation services, clients and the public within procedures established by the SRB.
- 2.3 The Committee may commission and publish reports based on market data and insight, and undertake research into valuation practice to ensure it, and RICS Registered Valuers, Valuation Compliance Officers and RICS Regulated Firms that undertake valuation services, are provided with up-to-date insight into areas such as (but not limited to) developing practice, sector challenges and regulatory risk. The publication of any reports requires the agreement of the Chair of SRB (or the SRB as appropriate).
- 2.4 The Committee shall operate until otherwise directed by the SRB.

3 Membership

- 3.1 The Committee shall comprise:
- 3.1.1 an independent Chair (non-RICS member) who must not be a Registered Valuer, or undertaking valuations themselves or working for an organisation that provides valuation services;
- 3.1.2 four currently practising RICS Members who are RICS Registered Valuers (known as 'valuer members');
- 3.1.3 four individuals who are non-RICS Members, who must not be currently undertaking valuations themselves, or work for an organisation that provides valuation services (known as 'non-valuer members').
- 3.2 The Chair of the SRB may direct a member of SRB to attend meetings of the Committee as an observer, but they will not be entitled to vote.
- 3.3 The Chair of the SRB may allow the Chair of any Valuation Standards Expert Working Group to attend meetings of the Committee, as an observer, but they will not be entitled to vote.

3.3 Other individuals (for example RICS staff or specialists) may be invited to attend meetings at the request or permission of the Chair of the Committee but will not be entitled to vote.

3.4 Membership or composition of the Committee may be amended by the SRB.

4 Appointments and terms

4.1 The Chair and Members of the Committee shall be appointed in accordance with the Global Appointments Model approved by Governing Council from time to time.

4.2 Appointments to the Committee will be for a period of three years, subject to a period of reappointment up to a maximum of a further three years in accordance with RICS Regulations (as they may vary from time to time).

4.3 In the circumstances where the Chair to the Committee is incapacitated, the Chair of the SRB may nominate a non-valuer Member of the Committee to act as Chair, outside the Global Appointments Model, or may otherwise, assume the role of Chair of the Committee.

4.4 Changes in appointment and terms of the Chair and Members of the Committee may be amended by the SRB.

5 Chair

5.1 The Chair of the Committee must meet the eligibility requirements set out in the Chair of the Committee role description.

5.2 The Chair will chair the meetings of the Committee.

5.3 Where there is an equality of votes for a Committee decision, the Chair will have the deciding vote.

5.4 In the absence of the Chair to the Committee, a meeting of Members will cease to be quorate as set out in 7.1, although discussions may continue, there may be no vote, or decisions made.

6 Secretary

- 6.1 The Committee will be supported by a Regulatory Governance team who will administer the Committee and provide secretarial support.

7 Quorum

- 7.1 A meeting will only be quorate where there are two valuer members of the Committee, two non-valuer members of the Committee and the Chair.
- 7.2 A quorate meeting of the Committee may make a decision through a simple majority vote of those Committee members present and entitled to vote. If there is equality of votes, the Chair will have the deciding vote.
- 7.3 Where a Member of the Committee has a conflict of interest as set out in 9, this may render the Committee inquorate for the purposes of that decision (if the Committee entitled to vote cannot meet the requirements of 7.1.).
- 7.3 In circumstances where the Chair to the Committee is incapacitated for a significant period of time, the Chair of SRB or their nominee may perform the role of Chair, and the meeting will be quorate where there are two valuer members of the Committee and two non-valuer members present who are entitled to vote. If there is equality of votes, the Chair will have the deciding vote.

8 Frequency of meetings

- 8.1 The Committee will meet regularly, as directed by the Chair, but at least four times a year.
- 8.2 Unless otherwise agreed, notice of each meeting confirming the venue, time, and date, together with an agenda of items to be discussed along with supporting papers, will be forwarded, or notified to each member of the Committee at least 1 week prior to each meeting by the Regulatory Governance team.
- 8.3 Meetings will be held virtually unless otherwise indicated by the Chair; 'in-person' meetings shall ordinarily only take place once per annum.

- 8.4 By exception decisions (i.e. a decision taken outside of formal meetings) may be made by electronic means between formal meetings as necessary through Chair's actions, or by a quorate vote of the Committee.

9 Conflict of interest

- 9.1 Any Member of the Committee who may have a conflict of interest (as defined in RICS Conflict of Interest policy) relating to any topic of discussion or decision to be made, must declare their interest before the item relating to that decision is discussed and absent themselves from the relevant discussion. They will not be entitled to vote on that decision.

10 Notes of meetings

- 10.1 The Regulatory Governance team will take minutes of meetings and circulate to all members within 10 working days of each meeting. A summary of any key points will be prepared for the SRB within the same period.

11 Duties, responsibilities, and behaviours

- 11.1 The Committee will at all times:
- 11.1.1 be responsible for ensuring appropriate research and consultation has taken place with members and non-members to inform its work;
 - 11.1.2 ensure it has a sufficient understanding of the strategic implications of the valuation quality assurance framework on all stakeholders to inform its recommendations;
 - 11.1.3 provide guidance and advice to RICS staff, ensuring that any recommendations are in line with accepted best practice;
 - 11.1.4 ensure the work of the Committee aligns with the requirements of the organisation and the agreed objectives of the Committee and the SRB;
 - 11.1.5 act with respect towards colleagues, members, non-members and RICS staff, and uphold RICS Governing Council's stated values;

11.1.6 act with integrity, in line with the principles of good regulation and governance, and;

11.1.7 maintain the confidentiality of RICS data and any results or feedback following consultation, and the confidentiality of any of its meetings or decisions, until the SRB has approved relevant communications.

12 Reporting responsibilities

12.1 The Committee is accountable to the SRB.

12.2 The Committee will report at least annually to the SRB, keeping it abreast of any key changes or significant issues arising.

13 Delegation of duties

13.1 Subject to the approval of the SRB, the Committee may delegate any of its duties to working groups (or similar) agreed by the SRB and established by it.

14 Terms of reference

14.1 The terms of reference will be reviewed every three years, or earlier at the request of either the Committee or the SRB, and recommended changes will be submitted to the SRB for approval.

Approved by the Standards and Regulation Board on 9 April 2024.

For review by the Standards and Regulation Board by 9 April 2027.