

Professional Group Panels – Terms of Reference

Purpose

Maintain and develop the knowledge and professional practice of surveying by providing market insight and advising on RICS programmes of work for the relevant professional groups covering:

- Technical standards, associated advice, and practitioner information
- Education, training, and professional development materials
- Conferences and events
- Journals, isurv and other related outputs
- Development of policy, research and thought leadership
- Development and evolution of competences required for entrance to the profession pathways.

Membership

The Panel membership shall consist of:

Chair of the PGP

10 – 14 RICS Members that should cover a broad mix of:

- Gender
- Ethnicity
- Regions
- Size of Organisation
- Different surveying specialisms

Up to 2 co-opted appointed individuals with specialist skills and experience that may or may not be an RICS Member.

All PGPs will be supported by a staff team.

Appointment and Terms

All Members of the PGP shall be appointed by the Chair of the PGP and approved by the Chair of the Knowledge and Practice Committee.

Initial appointment terms will be two or three years (varied to ensure everyone does not finish at the same time). A PGP Member may be reappointed for an additional term up to a maximum aggregate of six years.

All non-executive panel members must act in compliance with the RICS Charter, Bye-Laws and Regulations.

Non-executive members of the panel may be removed in accordance with processes set out in the RICS Charter, Bye-Laws and Regulations.

All new members of the PGP will receive an induction.

Attendance

Only Members of the Panel should attend Panel meetings supported by the relevant staff team. However other individuals may be invited by the Chair to attend for all or part of any meeting, as and when appropriate.

Secretary

The Head of Knowledge Delivery and Engagement or their nominee will act as Secretary to the Panel

Quorum

The quorum necessary for the transaction of business shall be at least four RICS members, including the Chair or a nominated deputy.

Frequency of meetings

The Panel should meet at least 4 times a year or as required by the Chair. It is recommended that three of the meetings will be virtually and one face-to-face. All decisions on virtual/face-to-face need to be considered against the budget allocated for the meetings.

Notice of meetings

Meetings will be scheduled by the Panel secretary. Unless otherwise agreed, notice of each meeting confirming the venue time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Panel no later than five working days before the meeting. Supporting papers shall be sent as appropriate at the same time.

Conduct of meetings

Meetings of the Panel will be conducted in accordance with the provisions of the RICS Charter, Bye-Laws and Regulations and relevant policy. Meeting may be conducted in any manner which the Chair considers appropriate, including by electronic means, in correspondence or by telephone conference and all members participating shall count as part of the quorum.

Declarations and conflicts of interest

Panel members will provide all their standing declarations of interest on appointment to the Panel and keep this up-to-date by reporting changes or additions as they arise.

In addition, any potential or actual conflicts of interest must be notified to the Chair before discussion on the relevant item. The Chair will have the final ruling on whether the member can participate in the discussion.

Notes and actions from meetings

The secretary shall capture key notes and actions with any advice given from the Panel on current programmes of work. The Chair should review the notes and actions as draft and be circulated to all Panel members once approved by the Chair.

A forward planner will be maintained to cover all activities the PGPs will need to undertake.

Duties

The Panels duties should include (but not limited to):

- Communicating the work of the Panel to RICS members and stakeholders
- Developing a clear programme of work in collaboration with staff teams to deliver in accordance with the purpose of the Panel.
- Provision of expert market insight and feedback to guide the work of the Panel.
- Establishing collaborative working relationships with other RICS governance bodies and engagement groups (e.g. world regional boards, market forums, etc).

Reporting responsibilities

Professional Group Panels are accountable to the Knowledge and Practice Committee. The Panel Chair shall report to the Knowledge and Practice Committee through written update and this will be formally received at the next available Committee meeting.

Authority (Delegation)

The Panels may establish sub-groups for specific projects or to ensure more regional representation to input into the work of the Panel. The Panel should review and approve any Terms of Reference for sub-groups.

These Terms of Reference will be reviewed annually by the Knowledge and Practice Committee.
Next review November 2024.