



# Performance and Development Committee (PDC)

## Terms of Reference

The Committee will ensure IOSH is accountable to its members and enhance the value of the profession for the benefit of IOSH members in accordance with IOSH's Charitable Objectives.

## Committee Responsibilities

1. Consider work being undertaken with regard to relationships between IOSH and its key stakeholders and to be assured of the alignment of this work with IOSH's global working and overall strategic direction.
2. Consider how IOSH works with and influences regulators, legislators and other parties and to be assured of the alignment of this work with IOSH's global working and overall strategic direction.
3. Receive assurance that an appropriate membership recruitment and retention strategy is in place.
4. Provide input into the development of Networks.
5. Approve the formation, merging or closure of Networks, including title changes, ensuring a clear and consistent set of criteria is followed with well-defined lines of engagement from the networks through the committee and to the Board and vice versa.
6. Review and advise on adjustments to Network boundaries, Group remits and similar changes, to ensure all members are supported and serviced efficiently.
7. Act as an escalation point for IOSH members' concerns about the impacts of IOSH policies on the Networks, in cases where the normal consultation/dialogue process with IOSH staff has not led to a satisfactory resolution.
8. To monitor the effectiveness of the application of the IOSH Code of Conduct and Disciplinary Procedures and any Review Committee appointed by the Board or Disciplinary Committee by reviewing performance data reports. To report to the Policy and Standards Committee for consideration where lack of effectiveness relates to the drafting of the code or procedures or make recommendations for improvement to the appropriate Director where lack of effectiveness is a result of incorrect or inconsistent implementation.

## General

9. Receive assurance that IOSH is compliant with its Policies and Business Rules relevant to the remit of the Committee.

10. Ensure that the risk management process is conducted as described by and in accordance with the IOSH Risk Policy within the areas of responsibility of the committee and recommend mitigations to Senior Managers in the course of the business conducted.
11. Annually, review and agree the Committee's standing orders and work plan.
12. These Standing Orders should be read in conjunction with IOSH's Committee Guidance.

## **Reporting**

13. The committee will report as follows:

To the Board of Trustees

- Quarterly report
- Annual update report
- Other as required.

## **Committee Membership**

14. The membership of the committee will be as follows:
  - a. Two Trustees (Chair and Vice-Chair)
  - b. Three IOSH Members (not a member of IOSH Council, a committee of Council (Nominations Committee), or the Presidential Team)
  - c. One Independent (external) committee member with relevant expertise, for example an individual with experience of franchising or virtual platforms.
15. One Council observer – a Council member nominated by Council to attend committee meetings as an observer (non-voting).
16. The quorum will be three members of the committee and should include one Trustee and at least one of the IOSH members listed above in 14b.