

ICB Advisory Council

The purpose of the Advisory Council is to provide informed advice and independent support to the ICB Executive and to identify and clarify standards.

Members of the Advisory Council are selected from the ICB membership and are expected to apply the experience and judgement from their individual backgrounds to the questions considered by the Advisory Council and in doing so actively contribute to improving the quality and integrity of ICB.

Advisory Council meetings provide a forum for open debate, authoritative questioning and active involvement in ICB and the service it offers to members.

THE CURRENT ADVISORY COUNCIL

Details of the current Advisory Council members can be viewed in the *Who's Who* section of the ICB website.

TIME COMMITMENT

Advisory Council members are expected to attend two full day meetings each year and will need to be able to deal in a timely manner with the reading of substantial Advisory Council documents.

Members will be expected to join working groups to formulate reports and make recommendations to the council.

LOCATION

The Advisory Council will meet at the ICB London office unless otherwise stated.

REMUNERATION AND ALLOWANCES

ICB will pay reasonable out of pocket expenses, including rail fares and airfare where necessary, to enable attendance at Advisory Council Meetings. Copies of receipts, and an invoice where appropriate, should be sent via email to Julius@bookkeepers.org.uk

TENURE OF OFFICE

Advisory Council members shall retire by rotation after three years of service and will be eligible for re-appointment.

Advisory Council members will be required to sign a Non-Disclosure Agreement.

APPOINTMENTS

Membership of the Advisory Council is open to all members of at least two years' good standing (Associate, Member or Fellow). All appointments are made on merit after fair and open annual election.

EQUALITY AND DIVERSITY

ICB aims to promote a culture of equality and diversity. No applicant for the Advisory Council will receive less favourable treatment on the grounds of, but not limited to, sex, race, colour, religion, marital status, sexuality, age, ethnic origin, or disability and will not be placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

APPENDIX A

1. Terms of reference

- 1.1. The Advisory Council will operate as an advisory council to the executive of ICB.
- 1.2. It will provide advice to ICB on any matters brought to its attention by the executive of ICB and will raise any issues brought to its attention either through Advisory Council meetings or from the general membership of ICB.
- 1.3. The Advisory Council will receive, consider and review information on ICB Professional Body matters to ensure the ICB executive and staff have access to authoritative and informed opinion.
- 1.4. The Advisory Council will advise ICB by identifying, setting and clarifying standards and providing a quality assured feedback system.
- 1.5. The Council will submit any recommendations, opinions, feedback to the ICB executive which will act under delegated powers of the ICB's Board in considering and implementing its recommendations.

2. Membership

- 2.1. The Council shall have maximum of 15 voting members including the Chair. Additional members, experts in relevant areas of work may be co-opted for specific reasons and for a specific time.
- 2.2. The membership will be drawn from ICB members of at least two years' good standing.
- 2.3. It will not include stakeholder groups who have a commercial interest in the development of competitor services.
- 2.4. Additional individuals or ICB staff or executive may be invited to attend as an observer or to advise the Advisory Council on a topic by topic basis. They will not have voting rights and will not count towards the quorum.

3. Conditions

- 3.1. The appointment of the original Advisory Council members is at the sole discretion of the ICB's Board subject to any direction as may be given by the ICB executive.

3.2. Members of the Council are expected to abide by the seven principles for the conduct of public life as recommended by the Nolan Committee which are: selflessness integrity objectivity accountability openness honesty leadership.

3.3. Other members who may be co-opted from time to time at the discretion of the ICB Board or the ICB executive or the Advisory Council shall be subject to the same principles.

3.4. The appointment, removal or substitution of members and the general constitution of the Council shall be at the discretion of the ICB Board in accordance with its published procedures.

3.5. The Chair and members of the Council will be appointed for a period of 3 years. No member shall serve more than three terms.

3.6. All reasonable facilities shall be provided for members to ensure they have the opportunity to participate fully and equitably in the business of the Council.

4. Interpretation

4.1. During the course of the meeting, the Chair of the Council shall be the final authority.

4.2. Statements of council members made at meetings shall be relevant to the matter under discussion at the time and the decision of the chair on questions of order, relevancy, and interpretation (including conflicts of interest) shall be final.

5. Advisory Council Chair

5.1. The Chair of the Advisory Council shall be from the Advisory Council membership and elected by the Advisory Council membership and the meetings will be conducted by the chair or in his/her absence the Vice Chair.

5.2. The Vice Chair of the Advisory Council shall be from the Advisory Council membership and elected by the Advisory Council membership. The Vice Chair's appointment will be for a period in line with the Chair.

6. Voting

6.1. The decisions of the Advisory Council will normally be arrived at by a consensus of those members present. Before a decision to move to a vote is made, the chair will, in all cases, consider whether continuing the discussion at a subsequent meeting is likely to lead to consensus.

6.2. Voting will be by a show of hands and decisions determined by a simple majority of those members present at a quorate meeting. Where deemed necessary the chair will call for a secret ballot.

6.3. The Chair of the Advisory Council will be included in the vote and in the event of there being an equality of votes the Chair will have a second, casting vote.

5. Quorum

5.1. The quorum is set at 50% of Advisory Council membership. The quorum should be rounded up to the next whole number in the event of there being an odd number of members.

5.2. If a member is excluded due to a conflict of interest and membership falls below the quorum, no business may be transacted. There is no time limit for a quorum to be achieved but the start of the meeting should be delayed where the meeting is not quorate.

5.3. The quorum must be achieved for the meeting to proceed.

6. Collective responsibility

6.1. All members of the Advisory Council shall abide by the principle of collective responsibility, stand by its recommendations of the Council and not speak against them in public.

7. Confidentiality

7.1. Advisory Council members will be required to sign a confidentiality agreement with ICB relating to any information designated confidential by ICB such as academic or commercial in confidence material or sensitive personal data.

7.2. Confidential papers and other confidential information disclosed in Advisory Council deliberations must not be discussed with anyone who is not a member of the Advisory Council, ICB Board, or ICB executive. If there is any doubt as to the validity of any person no discussion must take place without consent from ICB.

8. Arrangements for meetings

8.1. Meetings of the Advisory Council shall be held at such times and places as ICB may determine to facilitate the conduct of its business but will normally meet twice a year in London.

8.2. The Advisory Council together with ICB shall determine what matters shall appear on every agenda in advance of each meeting.

8.3. No other business shall be discussed at the meeting save at the discretion of the Chair.

8.4. Meetings will normally commence at 10am and finish no later than 4.00 pm unless otherwise advised.

8.5. Members will be expected to attend for the full day unless agreed in advance with the Chair.

8.6. The Advisory Council secretariat will make all reasonable attempts to agree each meeting date at the end of the previous meeting and members are expected to keep these dates free until they are released.

9. Minutes

9.1. The minutes of the Advisory Council proceedings shall be drawn up and submitted in advance of the next meeting. These will be ratified at the meeting.

9.2. Draft minutes of the meeting will be prepared by the ICB and forwarded to Advisory Council members 20 working days after the meeting.

9.3. Draft minutes will be approved at the next meeting and may be published on the ICB's website subject to the redaction of any confidential or otherwise exempt material.

10. Record of attendance

10.1. A record will be kept of members' attendance at council meetings via the minutes.

10.2. Members who are unable to attend at least 50% of meetings during a 12 month period or three consecutive meetings may be asked to stand down from the Council.