The Bar Tribunals & Adjudication Service

The Council of the Inns of Court

BTAS STRATEGIC ADVISORY BOARD

TERMS OF REFERENCE

1 Role

1.1 The Strategic Advisory Board will provide an independent source of information, advice and support to BTAS and COIC on strategic and/or operational issues or risks. This information will include but is not exclusively restricted to:

1.1.1 a detailed understanding of the regulation of barristers and other legally qualified professionals;

1.1.2 insights and ideas, and "wise counsel" on issues raised by the BTAS or COIC;

1.1.3 a challenge to ensure the continued relevance of the BTAS working Methodologies;

1.1.4 a professional resource for the COIC director and the BTAS registrar; and

1.1.5 a constructive challenge to senior staff to consider options for improvement or change.

2 Scope of responsibility

2.1 The Strategic Advisory Board shall meet under the authority of COIC. Its function is to provide information, advice and support. It is not a directional board in the governance sense, and will not take operational decisions.

2.2 The Strategic Advisory Board is responsible for settling its own agenda and for determining its detailed terms of reference.

3 Accountability

3.1 The Strategic Advisory Board shall be accountable to the COIC's Board of Trustees.

4 Composition

4.1 The Strategic Advisory Board will be constituted from individuals who have extensive experience and special expertise across the legal and regulatory sectors.

4.2 The Strategic Advisory Board shall have a Chair, who shall be appointed by the President of COIC in consultation with the Board. The Chair shall be a Lay person.

4.3 Membership is confined to non-employees of BTAS or COIC.

4.4 The membership shall be:

4.4.1 Chair of the Disciplinary Tribunal Service;

4.4.2 Chair of the Inns' Conduct Committee;

4.4.3 Lay member of the Tribunal Appointments Body;

4.4.4 Director of the Bar Standards Board;

4.4.5 Lay Board member of the Bar Standards Board;

4.4.6 One lay panellist member of the Disciplinary Tribunal pool; and

4.4.7 One legally qualified panellist member of the Disciplinary Tribunal pool.

4.5 The Chair of the Strategic Advisory Board shall be responsible for the appointment of members of the Strategic Advisory Board, where applicable.

4.6 The COIC Director, the BTAS Registrar and the Bar Standards Board's Contract Manager shall be entitled to attend meetings but will not be members of the Strategic Advisory Board.

4.7 Other individuals may be invited to attend meetings of the Strategic Advisory Board to advise on specific issues.

4.8 The terms of reference, as set by members of the Strategic Advisory Board shall be reviewed annually by the COIC Board of Trustees. The membership may be subject to change depending upon the findings of the annual review and/or future changes or new activities which the BTAS is required to undertake.

5 Meetings

5.1 The Strategic Advisory Board shall meet, at a minimum, three times a year and will report annually to COIC Board of Trustees.

5.2 Meetings of the Strategic Advisory Board will be held in private. Meetings will be minuted and published on the BTAS website, save that where all or part of a meeting includes

discussions of matters that it is not appropriate to put in the public domain; any reference to such matters in the minutes will not be published.

6 Term of office

6.1 The Chair of the Strategic Advisory Board may be appointed for a period of three (3) years, which may be extended by the President of COIC in consultation with the Board for a further period of three (3) years. The Chair of the Strategic Advisory Board may hold office for a maximum period of six (6) years.

6.2 All other members of the Strategic Advisory Board will hold office for no longer than the duration of the concurrent term associated with their defined position.

Approved by the SAB 21 September 2020