



# 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's (SAB) principal role is to provide the Council of the Inns of Court (COIC) with independent assurance that the Bar Tribunals and Adjudication Service (BTAS) is operating effectively and efficiently in the public interest. In order to do this, the SAB's duties are:
  - 1.1.1 Agreeing performance metrics with the BTAS, and monitoring those metrics;
  - 1.1.2 Providing constructive challenge to senior staff to consider options for improvement or change;
  - 1.1.3 Acting as a source of expertise, insight and ideas on issues raised by the BTAS or the COIC;
  - 1.1.4 Ensuring that the BTAS's independence is protected.
- 1.2 The SAB will work with the governance arrangements of the Bar Standards Board (BSB), as appropriate, to contribute to the effective end-to-end working of the complaints and disciplinary system, and to promote appropriate co-operation between the BTAS and the BSB.

#### 2 Scope of responsibility

- 2.1 The SAB shall meet under the authority of the COIC. Its function is to monitor performance, and 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 SAB is responsible for settling its own agenda.

#### 3 Accountability

- 3.1 The SAB shall be accountable to the COIC's Board of Trustees.

#### The Bar Tribunals & Adjudication Service

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Company Number: 8804708  
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## 4 Composition

- 4.1 The SAB will be constituted from individuals who have extensive experience and special expertise across the legal and regulatory sectors.
- 4.2 The SAB shall have a Chair, who shall be appointed by the President of the COIC in consultation with the Board. The Chair shall be a lay person.
- 4.3 Membership is confined to non-employees of the BTAS or the COIC.
- 4.4 The membership shall be:
  - 4.4.1 Chair of the Disciplinary Tribunal Service (DTS – the ‘pool’ of disciplinary tribunal panellist members);
  - 4.4.2 Chair of the Inns' Conduct Committee (ICC - who consider whether applicants to join an Inn and to be called to the Bar are fit and proper);
  - 4.4.3 Lay member of the Tribunal Appointments Body (TAB – who appoint panellist members to the DTS);
  - 4.4.4 Director General of the BSB;
  - 4.4.5 Lay Board member of the BSB;
  - 4.4.6 One lay panellist member of the DTS; and
  - 4.4.7 One legally qualified panellist member of the DTS.
- 4.5 The Chair of the SAB shall be responsible for the appointment of members of the SAB, where applicable.
- 4.6 The COIC Director, the BTAS Registrar and the BSB's Contract Manager shall be entitled to attend meetings but will not be members of the SAB.
- 4.7 Other individuals may be invited to attend meetings of the SAB to advise on general or specific issues.
- 4.8 The terms of reference shall be reviewed annually by the SAB, which will report on this review to the COIC Board of Trustees and seek the COIC Board of Trustees' approval of any changes. 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 SAB shall meet at least three times a year, and will report annually to the COIC Board of Trustees.

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- 5.2 Meetings of the SAB will be held in private. Meetings will be minuted and published on the BTAS website. Where all or part of a meeting includes discussions of matters that it is not appropriate to put in the public domain then any reference to such matters in the minutes will not be published.

## **6 Term of office**

- 6.1 The Chair of the SAB may be appointed for a period of three (3) years, which may be extended by the President of the COIC in consultation with the Board for a further period of three (3) years. The Chair of the SAB may hold office for a maximum period of six (6) years.
- 6.2 All other members of the SAB will hold office for no longer than the duration of the concurrent term associated with their defined position.

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