



Professional Awards Panel

Terms of Reference

Accountable to: Council

1. Purpose

- 1.1. To evaluate and consider nominations against the agreed criteria for the CSP awards of Honorary Fellowship, Fellowship and Distinguished Service Award.
- 1.2. To recommend to CSP Council those nominations which meet the eligibility criteria and are considered to be worthy of the award.

2. Responsibilities

- 2.1. The panel will receive nominations by email and undertake an evaluation against the agreed criteria and an initial marking.
- 2.2. The panel will review the scoring process and judging criteria for awards no less than every two years.
- 2.3. The panel will hold a face-to-face meeting or telephone conference not more than three times per annum to verify the final marking and make recommendations to CSP Council. An additional meeting may be held in exceptional circumstances.

3. Membership and Term of Office

- 3.1. The Panel is established as a committee of the Council.
- 3.2. The Panel consists of up to 5 members. The members shall have experience of assessing nominations for awards and shall consist of:
 - 2 Fellows/Distinguished service awardees of the CSP of which one will be the appointed Chair of the panel
 - 2 CSP Members
 - 1 lay member
- 3.3. Members of the Panel shall be appointed by the CSP Council, for a period of up to four years which may be extended. No member may serve more than eight years in total.
- 3.4. Only members of the panel have the right to attend panel meetings. However, support staff will usually be invited to attend meetings of the panel on a regular basis and other individuals may be invited to attend all or part of any meeting as and when appropriate. The panel may invite CSP members

or non-members to attend all or part of its meetings, as observers, to inform and support decisions or discussions on specific issues. Such attendees shall not have power to vote or take part in the decision making.

3.5. The panel shall elect its Chair every two years. In the absence of the panel chair at a panel meeting, the remaining members present shall elect one of themselves to chair the meeting.

4. Quorum

4.1. The quorum necessary for the transaction of business shall be at least three members.

5. Administration and Support

5.1. The panel will hold a face-to-face meeting/ telephone conference not more than three times a year to consider the nominations. An additional meeting may be held in exceptional circumstances.

5.2. The Administrative Officer will administer the process and the meetings.

5.3. The panel will be supported by a governance officer from the Chief Executive Officer Directorate, who will act as Secretary for the Committee.

6. Notice of meetings

6.1. Meetings of the panel shall be called by the secretary of the panel at the request of the panel chair or any of its members.

6.2. 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 and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to panel members and to other attendees, as appropriate, at the same time.

7. Minutes of meetings

7.1. The secretary shall arrange for the minuting the proceedings and decisions of all panel meetings, including recording the names of those present and in attendance.

7.2. Draft minutes of panel meetings shall be circulated to all members of the panel usually within two weeks of the meeting.

8. Reporting responsibilities

8.1. The Council has the right to see the minutes of the Professional

Awards Panel meetings.

9. Other Matters

The panel shall:

- 9.1. have access to sufficient resources in order to carry out its duties, including access to advice and assistance as required;
- 9.2. be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;
- 9.3. give due consideration to all relevant laws, regulations and published guidance, and any other applicable rules, as appropriate.
- 9.4. oversee any investigation of activities which are within its terms of reference;
- 9.5. work and liaise as necessary with all other Council committees ensuring interaction between committees and with the Council is reviewed regularly;
- 9.6. ensure that a periodic evaluation of the panel performance is carried out; and at least annually, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Council for approval.

10. Authority

The panel is authorised to:

- 10.1 determine the scoring process and judging criteria carry out as delegated to it by the CSP Council
- 10.2 seek any information it requires from any employee of the CSP in order to perform its duties
- 10.3 delegate any matter to another committee or person(s) as it deems appropriate; and
- 10.4 obtain, at the CSP's expense, independent legal or other professional advice on any matter if it believes it necessary to do so.

Approved by the Professional Awards Panel: 10 March 2023

Approved by CSP Council: 30 March 2023

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