

Terms of Reference – Standards Committee

1 Authority

- 1.1 In order to maintain public confidence, to act in the public interest, to meet the requirements of its Charter, and in accordance with the delegation from RICS' Governing Council and RICS Regulation 7.2., the Standards and Regulation Board (SRB) has exclusive responsibility for strategy, policy and operational oversight of the standards, entry and admission to the profession, and regulatory functions of RICS. In accordance with the RICS Regulatory Framework Document approved by Governing Council and agreed with the SRB dated 27 October 2022, the SRB has exclusive responsibility of the Standards Committee, through the SRB Chair, and for the line management of the Standards Committee staff.
- 1.2 The Standards Committee ("the Committee") is responsible for providing oversight and assurance in the development, approval, and implementation of high-quality professional standards within the built environment sector. Its primary purpose is to uphold the public interest and promote member professionalism. Operating independently, the Committee ensures that RICS standards are developed through a robust, transparent, and evidence-based process. Additionally, the Committee engages with stakeholders, including industry representatives, government bodies, and other relevant parties, to ensure that the standards address sector needs and serve broader societal interests.
- 1.3 In accordance with RICS Regulation 7.2.5, the SRB may delegate work to panels, sub-groups, working parties, Members, non-Members and RICS staff in order to fulfil its standards and regulatory objectives. Any delegated work shall be undertaken in accordance with terms of reference approved by the SRB.

- 1.3 These terms of reference are approved by the SRB under the powers delegated to it by Governing Council under RICS Bye-Law 7.2 and Regulation 7.2.5.
- 1.4 Any variation to these Terms of Reference must be approved by the SRB.

2 Purpose and duration

- 2.1 The primary purpose of the Standards Committee ('the Committee'), a sub-group established by the SRB, is to provide assurance to SRB that the standards approval process and supporting operational processes are designed to create and maintain professional standards that are of a high quality, regulatable, uphold the public interest and promote member professionalism.

The Committee will also:

- 2.2 provide assurance to SRB that RICS has adequate and appropriate standards provision globally (the right standards in the right markets in the right sectors at the right time) in line with its single globally-consistent system of regulation;
- 2.3 support RICS staff with the exercise of their delegated authority within the scope of their agreed delegation by responding to staff requests for advice or decision regarding shall support RICS staff in the discharge of their delegated responsibilities by providing timely advice and decision support regarding:
 - 2.3.1 proposals for the creation or update of professional standards;
 - 2.3.2 proposed decisions not to publicly consult, or to undertake only limited consultation, on a professional standard;
 - 2.3.3 final draft professional standards for approval;
 - 2.3.4 proposals to withdraw all or part of a professional standard;
- 2.4 identify and review important, novel and/or contentious standards under development and provide relevant advice during the development of the standard;
- 2.5 support other RICS committees or bodies with advice on professional standards matters as requested; and
- 2.6 the Committee shall operate as a permanent committee and shall work with representatives of RICS unless otherwise directed by the SRB.

3 Membership

- 3.1 The Committee shall comprise:
 - 3.1.1 a Chair, who may be a professional RICS member.
 - 3.1.2 Five individuals with demonstrable knowledge, skills and experience of any suitable combination of: accountancy/actuarial, law, economics, consumer advocacy and professional regulation.
 - 3.1.3 The Committee may also include up to two additional independent members as the Chair deems necessary subject to the approval of the SRB.
- 3.2 The Senior Executive Officer (SEO) or nominee/s shall be entitled to attend meetings of the Committee to assist in their consideration of topics but will not be entitled to vote.
- 3.3 Other individuals (for example RICS staff or specialists) may be invited to attend meetings at the request of the Chair of the Committee but will not be entitled to vote.

4 Appointments and terms

- 4.1 The Chair and Members of the Committee shall be appointed in accordance with the Global Appointments Model approved by Governing Council from time to time.
- 4.2 Changes in membership or composition of the Committee must be approved by the SRB.
- 4.3 Appointments to the Committee will be for an initial period of up to three years, subject to annual performance reviews. Re-appointment for a subsequent term for up to a maximum of three years will be subject to performance, in accordance with RICS Regulations (as they may vary from time to time), provided total continuous service does not exceed six years.

5 Chair

- 5.1 The Chair of the Committee will be a professional member of RICS.
- 5.2 The Chair will chair the meetings of the Committee.

- 5.3 A deputy Chair may be appointed from among the members of the Committee by the Chair.
- 5.4 Where there is an equality of votes for a Committee decision, the Chair will have the deciding vote.
- 5.5 In the absence of the Chair of the Committee, a meeting of members will cease to be quorate, as set out in 7.1. Although discussions may continue, there may be no vote, or decisions made. The Deputy Chair may perform the functions of the Chair for the duration of the meeting.
- 5.6 In the circumstances where the Chair of the Committee is incapacitated for a significant period of time, the Chair of the SRB or their nominee may perform the role of Chair, subject to the Board being quorate as set out in para 7.

6 Secretary

- 6.1 The Committee will be supported by a Regulatory Governance team who will administer the Committee and provide secretarial support.

7 Quorum

- 7.1 A meeting will only be quorate where there are at least four members of the Committee, one of whom must be the Chair.
- 7.2. A quorate meeting of the Committee may decide through a simple majority vote of those Committee members present and entitled to vote. If there is equality of votes, the Chair will have the deciding vote.
- 7.3. Where a member of the Committee has a conflict of interest, as set out in para 9, this may render the Committee inquorate for the purposes of that decision (if the Committee entitled to vote cannot meet the requirements of 7.1).

8 Frequency of meetings

- 8.1 The Committee will meet regularly, as directed by the Chair, but at least four times a year.

- 8.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed along with supporting papers, will be forwarded or notified to each member of the Committee at least 1 week prior to each meeting by the Regulatory Governance team.
- 8.3 Meetings will be held virtually unless otherwise indicated by the Chair; 'in-person' meetings shall take place only once per annum.
- 8.4 By exception decisions may be made by electronic means between meetings if necessary.

9 Conflict of interest

- 9.1 To avoid a conflict of interest with the work of the Committee, candidates cannot be in a role which has a direct influence on the making of applications to RICS for the appointment of dispute resolvers or expert witnesses by their organisation.
- 9.2 The Committee members should note the guidance within the RICS Global Conflicts of Interest Policy around any potential conflicts of interest and must declare their interest before the item relating to that decision is discussed, and absent themselves from the relevant discussion. They will not be entitled to vote on that decision.

10 Notes of meetings

- 10.1 The Regulatory Governance team will take minutes of meetings and circulate to all members within 15 working days of each meeting. A summary of any key points will be prepared for the SRB within the same period.

11 Duties, responsibilities and behaviours

- 11.1 The Committee will at all times:
- 11.1.1 act with integrity, in line with the principles of good regulation and governance, and maintain the confidentiality of RICS research and consultation until the SRB has approved relevant communications;
 - 11.1.2 act with respect towards colleagues and the executive, and uphold the RICS Governing Council stated values;

- 11.1.3 be responsible for ensuring appropriate research and consultation has taken place with members and non- members to inform its work;
- 11.1.4 ensure it properly considers the global operating environment of the organisation and its membership;
- 11.1.5 act with integrity, in line with the principles of good regulation and governance, and;
- 11.1.6 maintain the confidentiality of RICS data and any results or feedback following consultation, and the confidentiality of any of its meetings or decisions, until the SRB has approved relevant communications.

12 Reporting responsibilities

- 12.1 The Committee is accountable to the SRB.
- 12.2 The Committee will report at least quarterly to the SRB, keeping it abreast of any key changes or significant issues arising.

13 Delegation of duties

- 13.1 Subject to the approval of the SRB, the Committee may delegate any of its duties to working groups (or similar) agreed by the SRB and established by it.

14 Terms of reference

- 14.1 The terms of reference will be reviewed every three years, or earlier at the request of either the Committee or the SRB, and recommended changes will be submitted to the SRB for approval.

Approved by the Standards and Regulation Board on 13 March 2025.

For review by the Standards and Regulation Board by April 2028.