Terms of Reference: Standards Council (Scheme Committee)

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Document	BFS-TOR-02 · Terms of Reference: Standards Council (Scheme Committee)
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Issued	19 November 2026
Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. Purpose

The Standards Council owns the BFS competency standards and certification schemes. It acts as the scheme committee: it develops, validates, approves and reviews each scheme so that it reflects real practice and the public interest.

2. Functions

1. Develop and approve each certification scheme: scope, job and task description, required competence, eligibility, code of conduct, assessment methods and criteria, surveillance, recertification, suspension and withdrawal.
2. Commission and approve the job task analysis (JTA) for each scheme and use its results to set examination blueprints.
3. Review each scheme at least every five years, or sooner when practice, evidence or law changes.
4. Hold a public consultation of at least 30 days before a new scheme or a major revision is approved.
5. Approve the Scope of Practice and the Code of Ethics and Professional Conduct.

3. Composition

9 seats. Members are appointed by the Governing Board after an open call for nominations, for their expertise and the interest they represent, not as delegates of any organisation. No single stakeholder category may hold a majority.

Stakeholder category	Seats	Condition	Status
Independent chair	1	—	**Open, nominations invited**
Practising fitness professionals (different settings)	3	At least one from outside large commercial gyms	**Open, nominations invited**
Educators or researchers	2	No more than one linked to a training provider	**Open, nominations invited**
Clinicians (physiotherapy, sports medicine)	1	—	**Open, nominations invited**
Employers	1	—	**Open, nominations invited**
Public or consumer member	1	—	**Open, nominations invited**

4. Quorum

Five members including the chair or vice-chair and at least one practitioner. Training-provider-linked members may not exceed one third of those present.

5. Term of office

Three years, renewable once; staggered. Members may resign by written notice and may be removed by the Governing Board for failure to declare a conflict, breach of confidentiality, or repeated non-attendance.

6. Meetings

At least three times a year, plus working groups for each scheme. Meetings may be held online. Minutes record attendance, declarations of interest, decisions and reasons.

7. Conflicts of interest

- Every member signs the BFS Conflict of Interest declaration on appointment and renews it every year, and declares any new interest as soon as it arises.
- At the start of every meeting the chair asks for declarations on each agenda item; declarations are minuted.

- A member with an interest in an item leaves the discussion and the decision on that item. The chair decides on borderline cases; if the chair is conflicted, the vice-chair decides.
- No member may take part in any decision about a person they have trained, taught, employed, coached, assessed for a training provider, or are related to, within the previous 2 years.
- Members do not receive any payment linked to the outcome of a decision. Any honorarium is fixed in advance and published in the annual impartiality report.
- Members sign the BFS Confidentiality undertaking. Papers about individual candidates, examination content and complaints are confidential and are returned or destroyed after use.

8. Decision making

By consensus where possible, otherwise two-thirds majority of members present and not conflicted for scheme approval; simple majority for other matters.

9. Reporting

Reports to the Governing Board after each meeting; publishes scheme documents, consultation results and the edition history.

10. Review

These terms of reference are reviewed at least every 3 years by the Governing Board.