Terms of Reference: Impartiality Committee

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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 Impartiality Committee safeguards the impartiality of BFS. It represents the parties with an interest in certification, with no single interest predominating, and it can act on its own if its advice is ignored.

2. Functions

1. Identify, analyse and review risks to impartiality at least once a year, using the risk-to-impartiality register.
2. Review the conflict of interest declarations of committee members and staff.
3. Review policies, fees, commercial relationships and any links between BFS and training providers.
4. Review a sample of certification decisions, appeals and complaints for signs of bias.
5. Prepare the annual impartiality report for publication.
6. If the Governing Board does not follow its advice, inform the Board in writing and, where appropriate, publish its concerns.

3. Composition

6 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**

Stakeholder category	Seats	Condition	Status
Practising fitness professional	1	—	**Open, nominations invited**
Educator	1	—	**Open, nominations invited**
Clinician	1	—	**Open, nominations invited**
Employer	1	—	**Open, nominations invited**
Public or consumer member	1	—	**Open, nominations invited**

4. Quorum

Four members including the chair and the public or consumer member. No stakeholder category may form a majority.

5. Term of office

Three years, renewable once. 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 twice a year. 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 simple majority.

9. Reporting

Reports directly to the Governing Board and publishes the annual impartiality report.

10. Review

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