

## **Appendix 3: Education and Training Committee Terms of Reference**

### **Role**

1. The Education and Training Committee (the “Committee”) is a committee of the Board, from which it derives its authority and to which it reports on matters related to education and training.

### **Membership**

2. The Committee shall comprise of at least five members, which should include both lay persons and practising barristers. There must be a lay majority. Three Committee members must be Board Members, and there must be no fewer than two, but no more than three, members who are not Board Members appointed for their expertise in education and training for professional qualification.
3. A member of the Bar Council or any of its representative committees may not be a member of the Committee.
4. A member of the Committee may not be appointed as a member of the Advisory Pool of Experts.
5. Appointments of Board Members to the Committee are made by the Board on the recommendation of the Nomination Committee and shall usually be coterminous with membership of the Board. For new members, who are not also Board Members, appointments shall be for a period of up to four years which may be extended for a further fixed period of up to four years.
6. The Board shall appoint the Committee Chair, who shall be a lay person and Board Member, on the recommendation of the Nomination Committee. The Chair of the BSB shall not be the Committee Chair.
7. In the absence of the Committee Chair, or where the Committee Chair has declared an interest for a specific item, the remaining members present shall elect one of the members who are Board Members to chair the meeting or item. If there is no such member present, the Committee shall not convene until such time as it can be constituted in accordance with these terms of reference.
8. All Board and Committee members must complete BSB equality and diversity training within three months of taking up an appointment with the BSB.
9. A person shall cease to be a Committee member if:
  - a. the period for which they were appointed expires (and their appointment is not renewed);
  - b. they resign their membership by notice in writing;
  - c. they were appointed as a lay person and cease to be a lay person;
  - d. they were appointed as a practising barrister and cease to be a practising barrister or become a member of the Bar Council or one of its representative committees;
  - e. they fail to attend meetings with sufficient frequency and regularity to be able to discharge their duties and the Committee or Board resolves that they should cease to be a member; or
  - f. the Board resolves that they are unfit to remain a Committee member (whether by reason of misconduct or otherwise).

### **Secretary**

10. The Head of Governance, or their nominee, shall act as the secretary to the Committee and will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to issues.

## **Attendees**

11. Only members of the Committee have the right to attend Committee meetings. However, other individuals such as the Director General, senior management and external advisers may be invited to attend for all or part of any meeting, as and when appropriate.
12. Board Members have the right to receive papers and to attend meetings of the Committee.

## **Quorum**

13. The quorum for meetings of the Committee is three members.

## **Frequency**

14. The Committee shall normally meet at least four times a year at appropriate times in the annual cycle and otherwise as required. A timetable of meetings and scheduled items for consideration will be agreed each year.

## **Notice of meetings**

15. Meetings of the Committee shall be called by the secretary of the Committee at the request of the Committee Chair or any of its members.
16. 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 Committee and any other person required to attend at least four working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees, as appropriate, at the same time. With the consent of the Committee Chair, shorter notice may be given.

## **Minutes of meetings**

17. The secretary shall minute the proceedings and decisions of all Committee meetings, including recording the names of those present and in attendance.
18. Draft minutes of Committee meetings shall be circulated to all members of the Committee. Once approved, minutes should be circulated to all other Board Members and the Director General unless, exceptionally, it would be inappropriate to do so.

## **Written resolutions**

19. The Committee may pass a resolution in writing provided that the written resolution has the consent of at least two-thirds of members of the Committee who would have been eligible to vote on the matter at a meeting. Consent may be given in any written form, including electronically, for example by email. The resolution must then be ratified at the next Committee meeting and minuted as such.

## **Responsibilities**

20. Paying due regard to all relevant statutory, regulatory and best practice requirements, the Committee will carry out the following duties for the BSB:
  - a) support the Board in achieving its strategic objectives of maintaining the highest professional and ethical standards by the Bar through providing assurance on, and oversight of, all education and training activities;
  - b) support the Board and the executive in setting the education and training requirements for those who wish to qualify as barristers in England and Wales, and the requirements for continuing professional development (CPD) for those qualified as barristers in England and Wales, and to these ends, to scrutinise any proposals for amendments to the rules and regulations before the Board's approval is sought;

- c) recommend policy for approval by the Board on all matters relating to the setting of standards for entry to the profession and maintenance of professional competence, and for providers of education and training (including but not limited to the Professional Statement, the Authorisation Framework, and the Curriculum and Assessment Strategy);
- d) monitor the systems and resources necessary for the BSB to implement the Board's agreed strategy for education and training, and, to those ends, make recommendations to the Board about the sequencing and timing of priority initiatives in this area;
- e) monitor and recommend to the Board action in respect of the effectiveness of the strategic arrangements for quality assurance of education and training, including the authorisation of Authorised Education and Training Providers (AETOs);
- f) receive and scrutinise reports on standards in Bar training and pupillage, to provide assurance to the Board on the effectiveness of these arrangements; and
- g) receive a report at least annually from the Centralised Examinations Board, to provide assurance to the Board on the effectiveness of these arrangements.

### **Reporting responsibilities**

- 21. The Committee Chair shall report to the Board on its proceedings at least annually on all matters within its duties and responsibilities, but more often if required.
- 22. The Committee may raise any matters of concern at the next Board meeting, and adequate time should be available for Board discussion of such matters.
- 23. The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.
- 24. The Committee shall:
  - a) ensure the periodic evaluation of the Committee's own performance is carried out;
  - b) have access to sufficient resources in order to carry out its duties;
  - c) oversee any investigation of activities which are within its terms of reference; and
  - d) at least annually, review these terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.
- 25. To facilitate the Committee's discharge of its responsibilities in relation to particular items of business, if necessary, procure specialist ad-hoc advice at the expense of the BSB.

**Approved:**

**25 March 2026**