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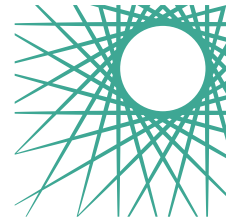
PCC Terms of Reference

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Constitution

The Professional Conduct Committee (referred to below as the “PCC”) is an independent committee who reports to the CABE Board.



Purpose

The principal purposes of the PCC are to:

- Assess written complaints made against CABE members to determine whether the evidence indicates Misconduct (as defined in CABE’s Disciplinary Procedures).
- Conduct Professional Conduct hearings in person, or by examination of papers, where necessary.
- Determine what penalties should be imposed if such a finding is made.

Reporting

The PCC will report to the CABE Board through:

- Providing the CABE Board with access to minutes of all its meetings; including details of decisions taken.
- Provision of reports, advice and recommendations aligned to the Committee’s terms of reference.
- Provide such reporting and audit information to the relevant Licensing Bodies as may be required.

Terms of Office

- The Chair will be appointed for a 2 year term.
- The Lay Members will be appointed for either a 2 or 4 year term, with subsequent appointments running for 3 years.
- The CABE Board members will be appointed for a 3 year term unless they become a main Board member which will mean they will need to stand down from the PCC.

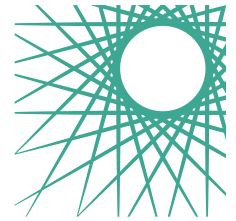
The committee members will be appointed on a staggered term of office over 2, 3 or 4 years, to ensure that appointment to the Committee is on a rolling basis.

No PCC member may serve more than three consecutive terms or for a consecutive period of more than 10 years.

Committee Governance

- The PCC will consist of at least 9 members, which must include:
 - an independent Chair with suitable legal experience or other suitable relevant experience, who is not a CABE member or otherwise affiliated with CABE in any other way.
 - Two Lay Members, who are not members of CABE.
 - Six CABE Members with extensive professional experience, which may include ex-Presidents, ex-Vice Presidents and members of the CABE Technical Expert panel.
- Recruitment for the initial PCC panel will commence with the selection of the Chair, who will be appointed following an interview by CABE’s CEO and Technical Director.

- Subsequent appointments to the position of Chair will be made following interview by the incumbent Chair (or CEO) and Technical Director.
- Lay Members will be appointed following an interview with the Chair (or CEO) and Technical Director.
- CABE Members will be appointed following an interview with the Technical Director.
- CABE Members sitting on the PCC must not be a current President or Vice President (main Board members), or a member of the MPSC.
- Each Disciplinary Panel Hearing will be quorate providing that there are at least 3 PCC members in attendance including, but not limited to:
 - The Chair or Lay Member (acting as 'Chair'); and
 - Two CABE Members
- CABE will pay a daily rate for the time of the Chair and Lay Members for reading of papers, attending meetings and advising as necessary, in accordance with rates agreed with the Board plus reasonable expenses in line with CABE's expenses policies.
- Members of the PCC will be required to sign appropriate non-disclosure agreements and must treat all the information of which they become aware in strict confidence and aligned to the regulations set out in the General Data Protection Regulations.
- Decisions will be agreed by majority vote.



Key Responsibilities

The PCC will have responsibility for adherence to the Code of Conduct and Professional Standards of CABE members; it will:

- Convene and hold Disciplinary Panel Hearings, as defined within the Disciplinary procedures
- Assess complaints made against CABE members to determine whether the evidence indicates Misconduct (as defined in CABE's Disciplinary Procedure)
- Convene and hold hearing in person where necessary.
- Convene and hold hearings by examination of papers where necessary.
- Determine what penalties should be imposed if such a finding is made; and / or
- Define and impose decisions in relation to sanctions that may be implemented.

Engineering Council

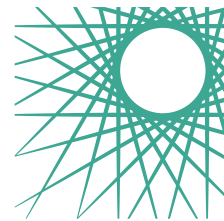
Any decisions made that may impact on a CABE member who is also a Registrant with the Engineering Council, must be forwarded to the MPSC for ratification before any final decision is made and communicated.

By Invitation

Any other CABE member with suitable professional expertise requested to attend the proceedings of the PCC or Disciplinary Panel in order to advise on a matter which may require specific or particular expertise.

Frequency of Meetings

The PCC will meet at least three times per year, at regular intervals, to convene disciplinary hearings where they will consider and make final determinations on complaints/allegations made against members. Disciplinary hearings will be convened more frequently as and when required.



We're here to help

If you have any queries about the PPC Terms of Reference, please contact us. You can also find out further information at cbuilde.com.

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