

ETHICS AND CONDUCT COMMITTEE

TERMS OF REFERENCE

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PURPOSE

The purpose of the committee is to ensure COSRT protects the public with robust ethical frameworks and an appropriate Conduct Procedure. The aim is to maintain 'Best Practice' as the benchmark for COSRT and the Registers it maintains. This committee reports to the Board of Trustees in an advisory capacity on ethical and complaint issues. It is also able to provide advice to COSRT senior management and Professional Conduct Panels on the conduct of specific complaints.

SCOPE

The Committee:

- Keeps abreast of current thinking, standards, legal obligations and general standards of ethical practice and professional conduct.
- Ensures this informs policy and procedure development.
- Provides oversight of live complaints and where requested, give advice on the application of policies and procedures during a complaint.
- Conducts ex-post reviews of the conduct of complaints, identifying and advising on lessons learned.
- Shares information with other Committees to allow the updating of Risk Registers for the professions overseen by COSRT.
- Reviews ethical standards and conduct procedures annually and propose adjustments to staff and Trustees based on legislation and feedback.

AUTHORITY

The committee is advisory. It will make reports to the Board and support/advise the CEO. This committee does not have any financial authority.

MEMBERSHIP

Membership comprises a minimum of:

- One layperson
- Three COSRT Members

All members are agreed by the board. Appointments last two years and are renewable once subject to Board agreement.

MEETING ARRANGEMENTS

The committee aims to meet quarterly and will meet no less than three times per year.

REPORTING

The committee reports to the COSRT Board of Trustees.

RESOURCES

The committee has administration support available to it via an ex-officio COSRT staff member or other staff member.

REVIEW

The terms of reference of this committee will be reviewed annually and will be a standing agenda item on the first Board meeting of the new year.

PERSON SPECIFICATION

- Understanding of how conduct procedures and policies operate.
- Knowledge of good practice in conduct, complaints, and ethics.
- Experience of developing or administering ethical codes and policies.
- Experience of developing, administering, or engaging in conduct procedures.
- An understanding of the sector, key organisations, and the wider regulatory framework.

RESPONSIBILITIES

- Keep up to date with all relevant areas relating to your area of expertise and how these impact COSRT and the wider professions it serves.
- Be a source of advice and guidance to trustees and staff on matters relating to your expertise and ensure that agreed delegations are adhered to across the organisation.
- To actively take part in meetings and lead or participate in other committees to help develop the profession.
- To be an advocate for COSRT and Psychosexual and Relationship Therapies.



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