



# **SPORT AND PHYSICAL ACTIVITY SECTOR WORKFORCE PROFESSIONAL DEVELOPMENT BOARD**

Terms of Reference

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# Introduction

The Sport and Physical Activity Sector Workforce Professional Development Board (PDB) has been established to function as a sub-committee of CIMSPA's Board of Trustees and has been delegated authority as the lead on workforce policy. The vision of the PDB is to grow the attractiveness of working in the Sport and Physical Activity sector and ensure all customers and consumers have a safe and excellent experience.

For the purpose of this document:

- the Sport and Physical Activity Sector Workforce Professional Development Board shall be referred to as 'the PDB'
- the Sport and Physical Activity Sector shall be referred to as 'the sector'

## Purpose

The PDB will act as a safeguard in delivering the sector's employers' asks by;

1. Shaping, reviewing and refining workforce policy to support the sector's workforce.
2. Advising on the development of future workforce policy.

## Scope

The three primary areas of focus for the group:

1. To act as ambassadors for the sport and physical activity workforce;
2. Provide consultation and feedback on relevant workforce policy; and,
3. To distribute approved communication messages through their networks.

The key areas of workforce policy are likely to include:

- Oversight of Local Skills Accountability Boards, ensuring work supply meets employers' demands.
- Oversight of the Workforce Skills Observatory Board, ensuring workforce skills planning and development is informed by robust data-driven insights and actionable recommendations.
- To maintain and keep relevant the sector's professional standards.
- To coordinate the sector's apprenticeship 'Trailblazer' submissions and maintain current apprenticeship standards and frameworks.
- To develop, maintain and keep relevant the standards for deploying the sector's workforce.

- To oversee the Professional Development Committees' operational plans ensuring they are developing, monitoring, and revising workforce policy relevant for their industry.

## Responsibilities

Members of the PDB are responsible for:

- Monitor the work of Professional Development Committees (PDCs) and Specialist Expert Groups highlighting opportunities and recommendations for change to the strategic outcomes if deemed necessary.
- Take account of devolved education policy and ensure alignment with Home Nations frameworks and standards to ensure national priorities for the sector are achievable and sustainable.
- Oversee CIMSPA's endorsement and quality assurance policies, procedures and processes covering CIMSPA education partners and products.
- Oversee the external quality assurance process for all education programmes developed for the sector which will be conducted and managed by CIMSPA on a non-profit making basis.
- Report to and influence the CIMSPA Board of Trustees on matters relating to workforce policies.
- Work cohesively with the National Sector Partners Group, providing support and guidance in strategic external affairs, escalating issues of concern if relevant that may need to be raised with government officials and policy makers.

## Membership

The PDB is an employer-led group supported by a small number of industry stakeholders.

A pre-requisite of membership is to be a CIMSPA partner and individual member (# see below), there may be occasions where members are invited who are not yet in partnership with or a member of CIMSPA. The Chair and Vice-Chair will determine when this is appropriate.

The PDB shall comprise of a minimum of 24 and a maximum of 28 members:

- One Chairperson - this must be a CIMSPA Board trustee
- Up to two Vice-Chairpersons
- A representative from the National Sector Partners Group
- The Chairpersons of the four industry Workforce Professional Development Committees.
- A minimum of 2 other employers representing micro\*, small\*\*, medium\*\*\* and large\*\*\*\* businesses.



- A representative from each of the Home Country Professional Development Boards – Chairperson or nominee of the Chairperson.
- A technical specialist in the following areas\*\*\*\*\*:
  - Health and Wellbeing
  - Inclusion
  - Coaching
  - Trade Body
  - Higher Education
  - Further Education
  - Awarding Organisations
  - Independent training providers
- Two representatives from Sporting Governing Bodies.
- A representative from each of the Home Country Sports Councils (Sport England, sportscotland, Sport Wales and Sport Northern Ireland)
- Equality, Diversity and Inclusion Representative
- The CEO of CIMSPA will represent the UK PDB within the National Sector Partners Group.

The PDB aims to ensure that Board and Committee members are representative of all sections of society that they serve. The PDB welcomes and embraces the different perspectives, backgrounds and cultures individual bring to the PDB and is committed to ensuring its operation reflects this, through inclusive practices that positively promote respect, equal opportunities for all and dignity.

The secretariat will be provided by CIMSPA, and non-members will be invited where there is an appropriate agenda item as determined by the Chair and Vice-Chair.

## Tenure and Elapse

PDB members are eligible to stand for a term of up to three years. After three years, their position will be reviewed to ensure their skillset and experience continue to support the work the Board or committee have been tasked to do and align with CIMSPA’s vision, mission, and strategic goals. Board composition and diversity will also be considered. At this point, the Board member may stand for their position for a further three years. A maximum of three terms of three years may be served following this format.

Once a Board member has completed their maximum term, at least four years must elapse before they can be eligible to stand as a Board member for CIMSPA again.

## Quorum



The quorum necessary for the transaction of business shall be 10 members, which must include the Chair or one of the Vice-Chairs. In addition the secretariat must be present. If the Chair or one of the Vice-Chairs is not available, the meeting will be postponed.

## Meetings

The PDB shall convene with the agreement of both the Chair and Vice-Chair(s) with secretariat support from CIMSPA for a minimum of 4 meetings per calendar year. Meetings will be hosted remotely for 90 minutes, with normally one face-to-face meeting per year for a maximum of 5 hours.

- Not less than 21 days written notice shall be given to every member of the PDB for each meeting; the dates of which and timings (between office hours of 9am – 5pm) are agreed at the beginning of a calendar year
- Papers for the PDB will be circulated not less than five working days before each meeting
- Where the Chair is unable to attend, one of the Vice Chairs will assume this role and manage and steer the meeting accordingly. Where recommendations or action is needed by the PDB more urgently than would be allowed by consideration at the next meeting, the matter will be dealt with by correspondence.

## Task and Finish Sub-Groups

The use of task and finish sub-groups is encouraged and should be given a clear purpose to achieve any task outlined. For example, the PDB could consider a sub-group to ensure technical education reform in England is monitored between now and 2025.

## Additional Information

### Declarations of Interest

In accordance with CIMSPA's Register of Interests Policy, each PDB member must declare any conflicts or other areas of interest that they or their related parties have. This declaration will be managed and addressed at each PDB meeting. Members of the PDB will also be asked to update the Register of Interests and the Register of Related Parties in the event that their circumstances change or at the annual review, which will take place in accordance with CIMSPA's Board of Trustees' annual plan.

## **CIMSPA Board and Sub-Committee Member Code of Conduct**

Members of the PDB are required to agree to abide by the CIMSPA Board and Sub-Committee Member Code of Conduct.

## **CIMSPA Anti-Bribery and Anti-Corruption Policy and Gifts and Hospitality Policy**

Members of the PDB are required to agree to abide by CIMSPA's Anti-Bribery and Anti-Corruption Policy and Gifts and Hospitality Policy

## **CIMSPA Declaration of Good Character**

Members of the PDB are required to satisfactorily complete CIMSPA's Declaration of Good Character

## **Definitions**

# Board and Committee members will be supported by CIMSPA to gain and maintain their individual membership. Incentives will be provided to support members to achieve and maintain their chartered membership.

\* micro employers (less than 10 employees)

\*\* small employers (10-50 FTE employees)

\*\*\* medium employers (51-200 FTE employees)

\*\*\*\* large employers (201+ FTE employees)

\*\*\*\*\* Education representatives must be members of the bodies listed: Higher Education - Advance HE; Further Education – AoC Sport; Awarding Organisations – The Federation of Awarding Bodies; Independent Training Providers – The Association of Education and Learning Providers.

## **Review**

The PDB Terms of Reference will be reviewed by the Board of Trustees in February 2026 unless changes in policy, governance or other circumstances require a review prior to this date. They will then be reviewed biennially in accordance with the Board of Trustees' annual plan.





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