



Shared Services Committee

TERMS OF REFERENCE

Accountability

1. The Shared Services Committee (“the Committee”) is accountable to both the ICAEW Board, on behalf of the Approved Regulator, and ICAEW Regulatory Board (IRB), on behalf of the Regulatory Body.

Composition

2. The Committee will focus primarily on the key services which are shared with the Professional Standards Department (PSD) for the purposes of legal services regulatory work including IT, facilities and HR and will comprise 4 members as follows:
 - Two representatives of the Approved Regulator:
 - Director, IT and Facilities
 - Chief Operating Officer
 - Two representatives of the Regulatory Body:
 - PSD Director of Finance
 - PSD Executive Director or another PSD senior staff member nominated by him / her
3. The quorum for a meeting is two members, one representative of the Approved Regulator and one representative of the Regulatory Body.

Purpose

4. In accordance with the Internal Governance Rules (“the Rules”) issued by the Legal Services Board, the IRB must satisfy itself that the sharing of services provided by the Approved Regulator with the Regulatory Body for the purpose of carrying out legal services regulatory work:
 - does not undermine, and could not reasonably be seen to undermine, the separation of regulatory and representative functions;
 - is effective and appropriate for the Regulatory Body to discharge its regulatory functions; and
 - is necessary to be efficient and reasonably cost-effective.

5. The IRB intends to rely on regular assessments being carried out by the PSD Director of Finance in relation to the operation and cost-effectiveness of all existing and any new shared services.
6. The Committee shall review all existing services, either internally or externally sourced, which are shared between staff working in the representative functions of the Approved Regulator and staff working for the Regulatory Body, and all new services which the Approved Regulator is contemplating introducing for sharing with staff working for the Regulatory Body.
7. The Committee's review will assist in informing the regular assessments to be carried out by the PSD Director of Finance and will also serve to ensure that proper consideration is given in advance to the need for, and practical implementation of, any new shared service so as to ensure that any risks to the independence of the work of staff working for the Regulatory Body are eliminated or reduced to a negligible level.

Regularity of meeting and duration

8. The Committee shall meet as often the PSD Director of Finance considers is necessary to assist him / her with their assessments for the IRB but shall not be any more than once every quarter unless there is a need to consider a proposal by the Approved Regulator to contract for a new service to be shared with the Regulatory Body in which case a further, one-off meeting will be held to consider that new proposed service only.
9. The Committee will continue to meet until a decision is taken by the ICAEW Board and the IRB to replace the functions of the Committee with an alternative basis of sharing information which is necessary to allow the Regulatory Body to comply with the Rules.