



**UK Society for  
Behaviour Analysis**

# **Consumer Advisory Board Terms of Reference**

Committee responsible:	Public Protection & Benefit Committee	Date approved:	November 2020
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## **1. Terms of Reference**

1.1 The Consumer Advisory Board (CAB) is made up of consumers of different UK behaviour analytic services, and informs the work of the Public Protection and Benefit Committee, ensuring that the UK-SBA board has real and current insights into the concerns and needs of the consumer groups it serves.

1.2 The CAB exists to bring the voice of the consumer right into the heart of all UK-SBA decision-making. Thus, the main function of the CAB is to present consumers' views to the UK-SBA Board, to help the UK-SBA deliver on its Mission, Vision and Values.

## **2. Remit**

In its advisory capacity, the CAB will provide a focus for consumer-centred action within UK-SBA by:

### **2.1 Providing Consumer Feedback and Problem Solving**

The CAB offers an external perspective to the UK-SBA and its activities, from the standpoint of the UK consumer. CAB members will hear and provide feedback on any UK-SBA initiatives and activities it is informed of, so that the organisation's strategies and policies better serve consumers.

### **2.2 Identifying Risks to Consumers and Uphold Ethical and Professional Standards**

The CAB will support the UK-SBA in actively working to safeguard the interests and well-being of consumers of behaviour analytic services. This includes:

- Assessing potential risks to consumers to be addressed by the UK-SBA
- Acting, when needed, as lay consumer representatives in the implementation of the UK-SBA's complaints policies and procedures

In doing so, the CAB will help to ensure that the standards set out by the UK-SBA in its Code of Ethical and Professional Conduct are upheld, and that the consumer perspective is taken into account as concerns, complaints and grievances are heard.

### **2.3 Advising on Initiatives to Increase the Availability and Delivery of Quality Services**

The CAB will serve as a resource for UK-SBA initiatives to enhance and advance behaviour analytic support and services across the UK, ensuring that consumer perspectives are taken into account as these emerge.

## **3. Membership**

3.1 The Consumer Advisory Board (CAB) is made up of consumers of different UK behaviour analytic services. Members are volunteer 'experts by experience' who:

- Have firsthand experience of services provided by a qualified professional such as a Board Certified Behaviour Analyst, UKBA(cert), aUKBA(cert) and/or member of the UK-SBA register of behaviour analysts
- Have personal experience of UK education, health & social care services
- May be closely related to someone who uses these services

- 3.2 The CAB will have no less than five members and no more than fifteen members.
- 3.3 Membership will be kept under continuous review to ensure the CAB is as representative as possible of UK consumers of behaviour analytic services.
- 3.3. As a consumer group, membership is not open to Behaviour Analysts.
- 3.4 Consumers wishing to express interest in joining the CAB may do so by emailing [advisoryboardchair@uk-sba.org](mailto:advisoryboardchair@uk-sba.org) or [admin@uk-sba.org](mailto:admin@uk-sba.org)
- 3.3 The term of office will be 3 years. In agreement with CAB members, additional terms of office are permissible.
- 3.4 Should a CAB member be unable or unwilling to complete the full term of their mandate, an alternative will be appointed.
- 3.5 The CAB will be empowered to co-opt additional experts on an ad hoc basis for tasks; they will not have voting rights.
- 3.6 The Secretary and the Chair of UK-SBA may attend meetings of the CAB on an ex officio basis and will receive all papers in advance. The UK-SBA support staff may attend the meetings.
- 3.7 To fulfil its function the CAB will:
- Meet at least twice per year with at least one meeting per year being a joint meeting with the UK-SBA Board
  - Provide the minutes of each meeting to the UK-SBA Board

#### **4. Duties**

- 4.1 UK-SBA Advisory Board members will:
- Promote the interests of consumers of behaviour analysis in the UK
  - Record their specific areas of interest and expertise
  - Declare potential conflict of interests in line with UK-SBA internal rules
  - Attend UK-SBA Advisory Board meetings

#### **5. Chair**

5.1 A Chair will be elected by the UK-SBA Advisory Board from among the members to be ratified by the UK-SBA Board.

#### **5.2 Duties of the Chair**

- 5.2.1 The Chair will:
- Promote the interests of consumers of behaviour analysis in the UK
  - Monitor progress of the CAB
  - Report to the UK-SBA Board on the activities of the CAB and receive mutual feedback as required in accordance with the internal rules of UK-SBA
  - Take decisions in consultation with all CAB Members
  - Have a seat on the UK-SBA Board with voting rights and attend UK-SBA Board meetings
  - The CAB Chair will also sit on the Public Protection and Benefit Committee

#### **5.3 Qualities of the Chair**

5.3.1 The candidate for the Chair function must have highly developed leadership skills, be an excellent communicator and a good team player.

#### **5.4 Relationships**

- Responsible to the UK-SBA Board
- The term of appointment to the Board will be in line with the articles of association for the UK-SBA

#### **6. Conflict of Interest all CAB Members**

6.1 The UK-SBA Conflict of interest policy will apply to UK-SBA CAB members.