

Standards and Animal Welfare Committee - Terms of Reference

Status:	Approved by The Board of Trustees	Version:	V2
Audience:	ADCH trustees, staff, volunteers, and members		
Owner:	Standards and Animal Welfare Committee	Retention:	Indefinitely
Date Approved:	25/03/2025	Next Revision Date:	March 2027

Purpose	<p>The Committee is responsible for ADCH's Standards Regime by:</p> <ol style="list-style-type: none"> 1. Developing and maintaining ADCH standards regime. 2. Implementing the standards regime, particularly Minimum Standards, through assessment of members and in other ways 3. Other activities relevant to the ADCH standards
Responsibilities	<p>The Committee's remit covers the following principal areas:</p> <ol style="list-style-type: none"> 1. Developing and maintaining ADCH standards regime standards (currently Minimum Standards and Code of Practice). <ol style="list-style-type: none"> a) Making recommendation to board on the standards, for example the levels of minimum standards and any revisions. Minor revisions may be made by the Committee without Board approval. b) Monitoring scientific, legislative and other relevant developments 2. Implementing the standards regime, particularly Minimum Standards, through assessment of members and in other ways <ol style="list-style-type: none"> a) Preparing and implementing plans for assessment of Members b) Commissioning and training of assessors c) Making recommendations on termination of membership to Board d) Promoting compliance with standards by providing support to members e) Maintaining records of assessments f) Approving membership 3. Other activities relevant to the ADCH standards <ol style="list-style-type: none"> a) Reviewing and oversight of complaints relating to standards b) Promoting ADCH Minimum Standards to governments working in partnership with ADCH Legislative Committee
Membership	<p>Membership of the Committee shall be appointed by the Board of Trustees and comprises:</p> <ul style="list-style-type: none"> • A minimum of FOUR of whom at least TWO are Trustees • Ex-officio members - none • Other individuals with relevant skills and interest from within membership or elsewhere. <p>Staff in attendance:</p> <ul style="list-style-type: none"> • Standards and Operations Officer

	<p>The Committee must include at least one Trustee present at each meeting. Any Trustee present shall have the right to require a decision to be referred up to the Board of Trustees.</p> <p>The members of the Committee are expected to make every effort to attend all its meetings with the expectation that members will attend at least 80% of planned meetings in any one year. An attendance record shall be maintained and periodically reviewed by the Committee Chair. Where the adequate level of attendance is not achieved the Chair should review the continuance of membership of the individual concerned and make a recommendation to the Board of Trustees, where appropriate, for their replacement.</p>
Quorum	Quorum will be a minimum of four members to include one Trustee.
Meetings	The Committee shall meet (in person or electronically) on a minimum of once in each quarter and at other times as agreed by the Committee.
Reporting and Assurance Arrangements	Written minutes of decisions including recommendations to the Board shall be kept and presented to the Board. An action log shall be maintained in writing. Other reports to the Board may be oral. The Committee shall make its own arrangements for the preparation of minutes and action points.
Review	These Terms of Reference will be reviewed every two years. When conducting the review, the committee shall consider the organisation's Standing Orders as part of the process. Any changes that are considered necessary will be recommended to the Board for approval.
Standing Orders	The ADCH Standing Orders for Committees shall form part of these Terms of Reference.

Version History

Version	Changes Made / Approved by	Date	Made by
V2	Updated	25/03/2025	Standards and Animal Welfare Committee