

Technical Policy and Oversight Committee Vice Chair (LITRG)

Overview

We are seeking a dedicated and enthusiastic individual to join our Technical Policy and Oversight Committee (TPOC) as Vice Chair of the Committee and Low Incomes Tax Reform Group (LITRG) sponsor on a voluntary basis. As a committee Vice Chair, you will play a vital role in shaping the direction and success of the Institute. Your contributions will help us to better serve the public, our members and achieve our charitable objectives.

Background

The Technical Policy and Oversight Committee (TPOC) is a standing committee of the CIOT Council. The Committee has two distinct roles – oversight and policy in respect of CIOT’s Technical Function. The Technical Function comprises staff (from across the Technical Team and the Low Incomes Tax Reform Group (LITRG) Team) and volunteers.

As part of its oversight role, the Committee monitors performance of the Council’s public awareness strategy, compliance with, and operation of, our rules of engagement (which set out boundaries within which technical work is carried out) and the effectiveness of measures in place to ensure collaborative working with other internal teams and external stakeholders. The Committee also advises and makes recommendations to the Council on certain matters and discharges duties on behalf of Council, such as approving the high-level goals of the Technical Team and LITRG.

TPOC oversees around 20 Technical Committees and Working Groups covering a range of specialist [areas](#). The Chairs of all the Technical Committees are members of TPOC.

TPOC’s (and by extension the Technical Committees and Working Groups) second function is an important tax policy role using expertise and diversity of experience to inform and develop CIOT’s policy recommendations and positions. TPOC often directly contributes to the development of cross-cutting or higher profile policy work and the various specialist committees to recommendations in those areas. TPOC also supports the work of the Technical Function in a number of ways including promoting the profile of the work of the Technical Function, providing technical sign-off in line with agreed processes and inputting into objectives for TPOC’s cross-cutting work and contributing to LITRG’s work on behalf of unrepresented taxpayers.

The TPOC Chair is a member of, and appointed by, the CIOT Council. The Chair provides leadership to TPOC and ensures that Council is aware of the work going on across the Technical Function. The Chair also acts as a sounding board to Senior Staff on matters relating to the Technical Function, works to foster strong relationships between TPOC and its committees and leads the Committee’s oversight work.

The Chair is supported by two Vice Chairs. One Vice Chair is the LITRG sponsor and the other the Technical Team sponsor although each may input and comment on both LITRG and Technical issues.

Key responsibilities

The Vice Chair (LITRG) supports the Public Policy Directorate Leadership Team, in particular by acting as a sounding board for the LITRG Senior Manager and other members of the Directorate's leadership team where appropriate.

It is anticipated the Vice Chair (LITRG) shall:

- Offer supportive challenge and assurance on LITRG's strategy including priorities and approach—helping ensure LITRG's work remains focused, balanced and evidence-based.
- Helping to keep LITRG's work and priorities in view in TPOC discussions.
- Sense-check how proposals or outputs may land with intended audiences, particularly low-income taxpayers and external stakeholders such as HMRC.
- Champion and promote LITRG's work externally through professional networks, helping to widen reach and impact.

In addition, the Vice Chair (LITRG) will be a full member of TPOC. The role of TPOC Committee members is to:

- a. Attend committee meetings
- b. Carry out agreed actions set by the Committee
- c. To make decisions as a collective group and hold joint responsibility for decisions and actions taken by the Committee, even in their absence
- d. Ensure that all decisions are taken in the best interests of the Institute and that their role is carried out effectively
- e. Raise any concerns over any item of discussion that may pose a real or potential risk to the Institute
- f. Respect the confidentiality of all committee information and committee discussions
- g. Declare all real, or perceived, conflicts of interest to the Chair, and
- h. Inform the Chair if they believe the Committee is exceeding its delegated powers.

In line with TPOC's Terms of Reference (see Appendix A below), TPOC members will contribute to providing advice and recommendations to Council within the Committee's remit, discharging various duties on behalf of Council and monitoring performance of the public awareness strategy, monitoring compliance with and operation of the [rules of engagement](#) and the effectiveness of measure in place to ensure collaborative working with other internal teams and external stakeholders.

TPOC members also support the work of the Technical Function as set out in Paragraph 5 of the TPOC Terms of Reference. The Vice Chair may also be required to deputise for the TPOC Chair from time to time.

Benefits

The benefits of being a committee Vice Chair:

- **Leadership development:** Hone your leadership skills and gain valuable experience in guiding and managing committee activities supported by a governance framework.

- **Strategic networking:** Enhance your professional network by collaborating with a diverse group of professionals and stakeholders.
- **Influence:** Play a pivotal role in shaping the direction and success of the Institute.

Commitment

The commitment expected of a committee Vice Chair is to:

- Contribute ideas for agenda items for TPOC meetings
- Prepare for and attend all scheduled committee meetings, which typically occur 4 times per year and last approximately 3 hours.
- Contribute to the work of TPOC between meetings, for example by inputting into consultation responses or taking on a review role (where you have appropriate technical expertise)
- For LITRG specifically, we envisage this will involve quarterly catch-ups with the LITRG Senior Manager and occasional attendance at events related to this LITRG ambassador role.
- Be available for additional tasks and responsibilities that may arise between scheduled meetings.

Skills and experience

No detailed technical knowledge of the tax issues dealt with by LITRG is expected, but an interest in the tax issues affecting those unable to pay for professional advice is essential.

For the role of committee Vice Chair, we expect candidates to have, or be willing to develop, the following leadership skills:

- **Strategic thinking:** Ability to engage in high-level discussions, offering insights that align with the organisation's strategic goals and long-term vision.
- **Critical analysis:** Skilled in evaluating reports, proposals and presentations provided by the Executive, ensuring informed decision-making.
- **Effective communication:** Strong verbal and written communication skills to articulate viewpoints clearly.
- **Decision-making:** Experience in making balanced and impartial decisions, taking into consideration various perspectives and the organisation's best interests.
- **Collaboration:** Ability to work constructively with fellow committee members and the Executive, fostering a cooperative and respectful environment.
- **Governance:** Understanding of governance principles.

- **Equity, Diversity and Inclusion (EDI):** Commitment to equity, diversity and inclusion principles.
- **Commitment:** Demonstrate a dedication to the role, with a genuine interest in advancing the organisation's mission and charitable objectives.

Appendix A – TPOC Terms of Reference

Technical Policy and Oversight Committee

1. The Committee shall advise and make recommendations to Council on the following matters:
 - a. Changes to the public awareness strategy [13.01]
 - b. Changes to the Technical Team¹ departmental Mission Statement [13.02]
 - c. Changes to the LITRG departmental Mission Statement [13.03]
 - d. Changes to the rules of engagement document [13.05]
2. The Committee shall discharge the following duties on behalf of Council:
 - a. Approve high level goals (a norm of six) for the Technical Team in support of the departmental Mission Statement approved by Council [13.06]
 - b. Approve high level goals (a norm of six) for LITRG in support of the departmental Mission Statement approved by Council [13.07]
 - c. In pursuance of the objects of the Institute, the Committee shall develop policy options and recommendations in line with our objectives for the tax system [13.08]
3. The Committee shall provide oversight on the following matters:
 - a. Monitoring performance of the public awareness strategy across the Technical Function [13.01 and 13.11]
 - b. Monitor compliance with, and operation of, the 'rules of engagement' governing representational activities across the Technical Function [13.08]
 - c. The effectiveness of measures in place to ensure collaborative working with other internal teams and external stakeholders such as other relevant professional bodies [13.08]
4. The Committee shall have oversight of, and approve changes to, the following Technical Function policies:
 - a. Technical Committee guidelines – These guidelines set out the rules and procedures governing TPOC and its second-tier entities (Technical Committees and working groups).
5. The Committee shall support the work of the Technical Function on the following:
 - a. Dissemination of information on taxation matters to assist the public and members.
 - b. Promoting the profile of the work of the Technical Function of CIOT.
 - c. Inputting into objectives for TPOC's cross-cutting work and the work of the Technical Committees and working groups.
 - d. Inputting ideas, gathering and presenting evidence and insights and providing technical expertise to the Technical Committees to support the development of policy options and recommendations in the technical team.
 - e. Providing technical sign off-of work in line with agreed sign-off processes

¹ In this document references to the Technical Team includes the staff team, TPOC and its committees and working groups

- f. Contributing to LITRG's work by highlighting issues relevant to unrepresented taxpayers through the various Technical Committees.
6. The Chair and Vice Chairs will support the Public Policy Directorate leadership team:

The Chair shall:

1. Act as a sounding board for the Director of Public Policy and Head of LITRG and Tax Technical for Technical Function work.
2. Help to foster strong working relationships between TPOC and its committees, for example by holding periodic catch ups with committee chairs to support the timely raising of issues.
3. Have oversight of Technical Function policy activity, ensuring it is in line with CIOT's charitable objectives, the Public Awareness Strategy, TPOC rules of engagement and other TPOC approved guidelines.
4. Review governance documents as set out in the Technical Function governance review schedule and recommend any changes to the schedule to Council [13.04].

A Vice Chair will be the LITRG sponsor – acting as a sounding board for the LITRG Senior Manager and other members of the Public Policy Directorate leadership team where appropriate.

A Vice Chair will be the Technical team sponsor – acting as a sounding board for Tax Technical Senior Manager and other members of the Public Policy Directorate leadership team in relation to cross cutting TPOC work

7. The Committee shall have oversight over, and receive reports from, any second-tier entities (technical committees and working groups) created under Part 4 of the Standing Orders of CIOT Council in line with those orders.

Reporting arrangements

8. The minutes of all Committee meetings shall be formally recorded. The Chair of the Committee shall report to Council on the work of TPOC and its committees and draw to the attention of Council any issues that require disclosure to the Council as set out in these terms of reference.

Exceptions to the general governance rules

9. Standing Order 113 (Tenure of Chair) should be read as though 'three years' were replaced by 'two two-year terms'.
10. Under Standing Order 115 (Membership of committees) the reference to '30 members' is amended to '50 members'. The chairs of the technical committees are *ex officio* members of the committee.
11. Under Standing Order 124 (Alternates) the Vice-Chair of a technical committee can be appointed as an alternate.