

## **DISCIPLINARY AND CAPACITY FOR MEMBERSHIP SCHEME REVIEW WORKING PARTY**

### **Terms of Reference**

#### **Purpose:**

To carry out a substantive review of the Disciplinary and Capacity for Membership Scheme (“the Scheme”) and to recommend changes, as appropriate, to Disciplinary Board.

#### **Key responsibilities:**

1. To undertake a wholesale review of the Scheme’s principles; governance; processes and content to determine whether it remains fit for purpose.
2. To consider, in particular:
  - a. Whether a Misconduct regime is still an appropriate regime for the IFoA and if so, whether the current definition of Misconduct is still fit for purpose.
  - b. Whether it is appropriate to offer mediation or an early filter in the complaints process.
  - c. Whether there should be categories of conduct depending on the status of a member (i.e. student/fellow/associate)
  - d. Whether the Scheme reflects the international nature of the IFoA membership
  - e. Whether the introduction of the Capacity for Membership Scheme fits appropriately within the overall Scheme
  - f. Whether the Scheme aligns with IFoA standards and the Actuaries Code.
  - g. The FRC report from the 2016 and 2017 oversight visits.
  - h. How independence of decision making and appointment processes operate within the process.
  - i. The work of other regulators and their approach to complaints against members
3. To make recommendations to Disciplinary Board for changes to the Scheme, if appropriate.
4. To oversee the roll-out and implementation of any changes to the Scheme.

#### **Membership:**

Chair: Ian Farr FFA

Executive Support: Sarah Borthwick

Members: Kevin Doerr FIA  
Simon O’Regan FIA  
Alison Marron (lay)  
Stephen Redmond (lay)  
Theresa Thorpe (lay)