

# IST



Creative UK

Registered Practitioner

# RPCiT

Creative Industries & Technologies



CiP Registration Steering Group Terms of Reference

# Terms of Reference

## **The Institute of Science & Technology (IST)**

The IST is the Professional Body for specialist, technical and managerial staff. Whilst we have been serving our members for over 70 years, our aim is to continually move forward and expand our horizons so that we can best position ourselves to support our members, and the wider technical community, in respect of their needs within the ever-changing and challenging 21st century.

We reach out to provide focused support for technical practitioners, specialists and managers in the creative, digital, engineering and science technologies, working across a broad range of sectors including industry, local authorities, schools, FE, HE, research / analytical / health facilities, government departments and organisations in the UK and overseas.

We are licenced by the Science Council to award to their science / technical registers at Chartered Scientist (CSci), Registered Scientist (RSci) and Registered Science Technician (RSciTech) levels and have our own registration framework for Artificial Intelligence (AI) practitioners. [istonline.org.uk](http://istonline.org.uk).

## **Creative UK**

Creative UK is the national network for the Creative Industries. They are an independent membership organisation that champions the value of the Creative Industries. Creative UK know that talent is everywhere, but opportunity is not.

Creative UK connects talent, business and organisations across the Creative Industries; from arts and culture, film and TV and video games to design, publishing and architecture and everything in between. At Creative UK, they support companies and people working in the creative sector by offering development opportunities at a local and national level, through our network of partners across the UK. They invest by identifying untapped potential to accelerate growth, providing tailor made resources and financial expertise. They do all of this because they believe in the power of creativity to change lives. [wearecreative.uk](http://wearecreative.uk).

**The Steering Group is responsible to:**

- Creative industries stakeholders
- Other sponsors and partners
- HEIs who engage with IST and Creative UK
- The Technical Community

**Purpose of the governing body:**

To oversee and direct the activities of the IST and Creative UK with respect to the establishment, roll-out and development of a registration / accreditation framework suitable for the creative industries technical workforce. The framework will provide a vehicle via which creative technologists can validate their skills, competencies and expertise across the broad range of sectors and disciplines within which they work.

The levels of accreditation will be similar in principle to other registers available to the science, engineering and IT workforces.

# Steering Group Aims

## The Steering Group will:

- Ensure that the IST and Creative UK framework development team has a documented governance framework and supporting guidance which helps the team to achieve its vision and fulfil its purpose
- Ensure that the team has an effective operating model, and review this model to ensure that it maintains the required diversity, balance of skills, knowledge and experience to achieve its aims and to make recommendations with regard to any adjustments that are deemed necessary
- Monitor and evaluate the performance and effectiveness of the team, including reviewing the team's self-evaluation, and make any recommendations to improve performance
- Support, challenge and hold to account the Team Managers in the achievement of the goals and objectives set out
- Monitor progress against stakeholder, funder and sponsor requirements and make recommendations to support the delivery of the framework
- Provide guidance about, and support for, traditional and non-traditional funding routes to further develop the work of the team and its sustainability beyond the initial establishment of the framework
- Record conflicts of interests and loyalty and provide guidance for Steering Group members on how these are to be dealt with

# Membership

- The Steering Group will consist of not more than 12 members – two being co-opted as required to represent a specific group and/or specialism as needed
- The Chair will appoint new members in discussion with IST and Creative UK
- Other individuals may be invited to attend for all or part of any specific meeting, as and when appropriate and necessary

The IST and Creative UK representatives will attend meetings of the Board

## The Initial List of Invited Members:

Name	Steering Group Role	Organisation	Organisation Role
Prof Tracy Harwood	Internal Chair	DeMontfort University	Professor of Digital Cultures, Institute for Creative Technologies
Keith Hill	Deputy Chair	University of Reading	Associate Director of Technical Services
Simon Hooper	Team Management/Member	Creative UK	Head of Membership
Chris Slessor	Team Management/Member	Creative UK	Development & Partnerships Manager

# Membership continued

Name	Steering Group Role	Organisation	Organisation Role
Terry Croft MBE	Team Management	IST	Chair
Joan Ward	Secretary	IST	Deputy Chair
John Paul Ashton-Kinlin	Member	IST / AI Group Business	Marketing & Development Officer
Michelle Jackson	Member	IST / University of Manchester	Registrar / Head of Technical Services
Natalie Kennerley	Member	Manchester Metropolitan University	Technical Services Development Manager
Graeme Shaw	Member	Brunel University London	Principal Technical Specialist (Arts)
Gary Anderson	Member	University of Lincoln	College of Arts Technical Services Manager
TBC	Member	ScreenSkills	TBC

# Meetings

## Quorum:

- Five, (of which one will be the Chair) present at all meetings
- If the Chair is not available, he/she will nominate a board member to assume chairing responsibility for that meeting

## Frequency of Meetings:

Initially, meetings may take place on a 8 week basis, but once the registration framework has been established the meetings will be scheduled twice or three times a year. Additional meetings will be by agreement of the Steering Group.

**Simon Hooper – Creative UK**

**Terry Croft MBE – Institute of Science & Technology**

**Date 19/08/2023**





**The Professional Status  
that Creative Practitioners  
Deserve**



**iST**

**Creative UK**

**Tel: 0114 553 1401**

**Email: [office@istonline.org.uk](mailto:office@istonline.org.uk)**