

**UK COUNCIL FOR CHILD INTERNET SAFETY**  
**MISSION STATEMENT AND BOARD TERMS OF REFERENCE**

*June 2016*

**Mission statement**

**Vision:** UKCCIS believes in a world where all children and young people can safely enjoy the benefits of the digital world.

**Mission:** UKCCIS coordinates the efforts of Government, industry and others to keep children and young people safe online.

**Stakeholder Sectors:** industry, charities, academia, Government (including regulators and law enforcement), and educators.

**Activities:**

Self-regulation (of which parental controls is a part).

Awareness and Education.

Policy development, including evidence review.

Knowledge transfer.

Stakeholder networking.

**Values:**

Supporting parents means children are safer.

Children, who know more, stay safer.

Self-regulation encourages industry collaboration.

Safeguarding children is everybody's responsibility.

**UKCCIS-approved policies and principles:**

UKCCIS advice on child internet safety 1.0.

Effective parental controls.

Self-regulation.

Industry guidance on Chat/IM, Search, Moderation, Social Networking.

**UK Council for Child Internet Safety: Role of the Executive Board:**

The UK Council for Child Internet Safety (UKCCIS) brings together government, industry, law enforcement, academia and charities to work in partnership to help keep children and young people safe online.

Membership of UKCCIS requires agreement to adhere to policies and procedures agreed at UKCCIS board level or endorsed by the Board.

The Board represents the breadth of UKCCIS membership and is responsible for agreeing, in consultation with Council members and their respective sectors, what UKCCIS will do to meet its aims. The Board's role is to commission work to be undertaken by individual Council members and sub-groups, as well as to monitor progress, and provide support and challenge, where necessary.

Observers are not be permitted to attend Board meetings except in exceptional circumstances as agreed by Ministers.

### **Board Members' Responsibilities**

In addition to their responsibilities as members of the Council, Board members will:

- represent their sector as a whole,
- represent and promote the views of the Board to the Council and any Project Groups,
- use their expertise to advise and help deliver the Council's aims,
- use their influence in their sectors to promote and drive forward UKCCIS's work,
- carry, promote and disseminate internet safety advice and information, and encourage this in the sectors they represent,
- monitor progress against agreed objectives and milestones,
- challenge barriers and identify solutions,
- declare interests to fellow board members,
- only comment publicly on behalf of UKCCIS in relation to UKCCIS policies and principles,
- use the UKCCIS logo in connection with UKCCIS policies, e.g. active choice or the advice 1.0; use the 'supporting UKCCIS' logo to indicate support and 'member' logo to indicate membership.

### **Chairs' Responsibilities**

The three Ministerial Chairs will provide leadership by:

- chairing Board meetings quarterly on an alternating basis,
- facilitating the Board's role to monitor and challenge progress in delivering work,
- representing the views of Government in discussions,
- meeting, where necessary, groups of Board and UKCCIS members to identify solutions to progress,
- making decisions where the Board cannot achieve consensus; the Board will not use any formal voting processes/procedures.

## **UKCCIS Secretariat Responsibilities**

The UKCCIS Secretariat will:

- provide the secretariat functions for the Board,
- support Ministers in their role as Chairs,
- represent the views of Government at sub-group meetings,
- support - through advice - the champions and any sub-groups and represent the views of UKCCIS members to Ministers 3,
- produce a newsletter for wider Council members to provide an update on the work of the Board and Working Groups.

## **Transparency**

A key principle of the Board's work (and all of the Board's sub-groups) will be transparency. All board notes, once agreed by the Chairs, will be made available to UKCCIS members who may contribute their views to inform future discussion and decisions at Board level. Board members also have a role to ensure that wider UKCCIS members are aware of, and can contribute to, Board discussions wherever possible – Board members are encouraged to circulate papers in advance of Board meetings if they wish. In addition, UKCCIS will produce an Annual Report of its work summarising its activities, and working and other project groups.

## **Working and other Project Groups**

The Board's role in relation to any groups set up is to monitor, support and challenge; and to allocate new work where appropriate. Project Groups consisting of Board and wider Council members may be established over set periods to deliver work agreed as part of the UKCCIS work plan. At regular intervals, the Board will consider and review the continuation of existing groups as well as any other groups set up. Each Project or Working Group is asked to agree a Terms of Reference with its Board Champion or Chair; these must include the following:

- each Project Group will have a champion who will usually be a Board member. The work must be supported and actively driven by Board members,
- Project Groups will be small, ideally around six to eight members: the size will be determined by each champion,
- Project Group Terms of Reference will be agreed by its members, and UKCCIS Executive Board, and published online on UKCCIS's website,
- Project Groups will deliver the work agreed by the Board, and are encouraged to seek out and include diverse voices to help ensure UKCCIS 'reaches out' to the wider sector,
- any processes and bureaucracy must be minimal.
- meetings can be hosted by government departments but cannot be funded by government departments in non-government conference or other facilities

- Board member(s) may attend group meetings even if they are not the champion
- champions will report on progress at each Board meeting, and will be invited to attend these when required to provide a verbal update, attending the Board only for the duration of the update,
- the Secretariat will support Project Groups in an advisory capacity; it will also represent the views of group members to Ministers.

The Board will select champions on the basis of merit and availability; champions will not always be selected from the membership of the Board. Where champions are not Board members, they will be co-opted onto the Board for the duration of their project.

Each champion will:

- decide and agree with the Board who will be on their Project Group(s),
- select group members based on their expertise and experience,
- report back to the Board against agreed milestones,
- attend other Project Groups, with agreement of the Board Champion, if they wish.

UKCCIS should also seek to ensure it is informed by the voice and experience of young people, and find formal or informal ways of incorporating these into discussions and its areas of work.

## **Composition**

Board membership consists of approximately **29** members, comprised of **14** standing seats, **11** industry seats and **4** charity seats.

### **Standing Seats (14)**

- The Joint Ministerial Chairs: Ministers from the Department for Media, Culture and Sport, the Department for Education and the Home Office (3). *Where Ministers are unable to attend, their seats will be taken by officials from their Departments.*
- The Scottish Government, the Welsh Assembly Government and the Northern Ireland Executive (3) *One of the three will normally attend each Board meeting.*
- The Child Exploitation and Online Protection Command of the National Crime Agency with 'on-call' input from the National Police Chief's Council (1)
- The Internet Watch Foundation (1)
- The Safer Internet Centre (1)

- Education and Children's Services (1)
- Ofcom (1)
- Information Commissioner's Office - 'on-call' input (1)
- Academic and Chair of Evidence Working group (1)
- Mental Health Representative (1)

#### **Industry seats (11 seats)**

- Comprised of industries providing internet-related products or services that are popular with children or are relevant to improving their online safety.
- Internet Service Providers invited to join will agree among themselves the rotation of a seat at the Board to represent their interests.
- Mobile Network Operators invited to join will agree among themselves the rotation of a seat at the Board to represent their interests.

#### **Parents' and Children's charities (4)**

#### **Other participants - in exceptional circumstances**

- Where the Board agrees it is appropriate, the chairs of any UKCCIS groups or chairs (champions) may attend Board meetings and will only remain during updates.
- Members may send an observer if they cannot attend.
- There is a standing Invite to the Special Advisor to the Prime Minister

Appointments will be time limited to two years, but can be reviewed at any time, should circumstances of the organisation change, or should UKCCIS EB agree that altered/ new representation from one sector area is required. If there are vacancies, except in the case of government representatives who are nominated by their departments, the Chairs will seek nominations from the Board and other appropriate organisations. Generally, decisions on composition, size and membership rest with Ministers.