

## **INDUSTRIAL INJURIES ADVISORY COUNCIL TERMS OF REFERENCE**

### **Background**

The legal remit of the Industrial Injuries Advisory Council (IIAC) is set out in the Social Security Administration Act 1992. The Council exists to provide consideration and advice to the Secretary of State on matters relating to Industrial Injuries Disablement Benefit (IIDB) or its administration, and to consider any draft regulations the Secretary of State proposes to make in relation to that scheme. This includes advising which diseases and occupations should provide entitlement to Industrial Injuries Benefits.

### **Role of the Council**

The role of the Council is to consider advice on matters relating to the IIDB, which include:

- Selecting topics for detailed investigation following a standard approach
- Setting out an agreed process for reviewing the evidence and decision-making
- Considering the evidence presented by the Research Working Group, which may result in:
  - advising the Secretary of State to make legislative changes to the Industrial Injuries Scheme and preparing a paper to be presented to Parliament by the Secretary of State for Work and Pensions by Command of His Majesty (Command paper);
  - scrutinise proposed legislations where the Secretary of State agrees to IIAC's recommendation for the purposes of IIDB;
  - preparing a position paper for publication when the Council decides not to advise the Secretary of State to make legislative changes on a topic, setting out its reasons for doing so. Information notes will also be published where there is little evidence available for the Council to make a decision.
- Publishing an annual report by the end of July each year, setting out its work in the previous year and its forward work programme for the forthcoming year.

The Secretariat on behalf of the Council shall ensure its site on Gov.uk is updated, publishing minutes of its meetings and copies of its advice or position to Ministers, following laying or deposit in the Parliamentary libraries in the interests of transparency and openness.

### **Membership**

Legislation determines the Council shall consist of a Chair appointed by the Secretary of State and such number of other members so appointed as the Secretary of State shall determine. Usually there are 17 members including the Chair.

Independent members can include, but not be limited to, specialists in occupational medicine, epidemiology, toxicology and the law.

Legislation requires the Council to have equal representation of employers and employees.

Other persons, not members of the Council, will at the Council's invitation attend meetings of the Council as expert advisers or observers.

The Chair shall determine who shall deputise for them in their absence.

### **Sub-groups**

The Council has a standing sub-group, the Research Working Group (RWG), which undertakes the detailed scientific investigations required by the Council's work. RWG has its own terms of reference.

Chairs will determine the need for other sub-groups as required by the Council's work programme.

### **Authority**

The Council has no executive or operational functions in relation to the Industrial Injuries Scheme which is operated by the DWP and its agencies and has no authority in relation to individual benefit decisions or appeals.

### **Conduct and frequency of meetings**

Current arrangements are that the full Council meets four times a year. Further meetings will be arranged if required and as directed by the Chair.

The Council will conduct an open public meeting every two years in different locations of the United Kingdom.

There should be a 50% quorum at meetings, which will include one representative of both employer and employee representatives.

The IIAC Secretariat, including its experienced scientific support, will assist the IIAC in conducting its business.

These terms of reference will be reviewed, updated every 3 years.

**July 2025**