Institutional Good Practice Reporting Standard (IRS)

International Good Practice Reporting Standard (IRS)

The Professional Institutions serving the construction and property industries are essential contributors to the future of the wider environment – both built and natural, to society and to the economy. All professional bodies have governing charters and/or charitable objectives that commit them to the public interest in one form or another. To fulfil this responsibility institutions need to ensure that they are open, inclusive and transparent and demonstrate that they both reflect the society they serve and are responsive to its concerns.

Openness and transparency are good practice for a wide range of organisations and especially those that seek to influence public opinion. This is even more necessary for membership bodies that expect to direct the conduct of their members. In recent years the move to greater openness and reporting has been reinforced by legislation including the Equality Act 2010 and Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018 as well as government encouragement for all companies to report their data. Professional institutions should be in the forefront of the move to greater transparency.

At present UK institutions are required to publish their financial data in accordance with United Kingdom Generally Accepted Accounting Practice, the Companies Act 2006, the Charities Act 2011 and other legislation and guidance. They do so in their annual reports and accounts presented to an AGM. It would appear appropriate that they present other data in a similar place and fashion.

Institutions collect data for a range of necessary management purposes, but care should be taken to only collect, store, analyse and use data with the explicit understanding of relevant groups, whether members, staff or others, as to how it will be kept secure, shared and reported.

Data reporting should be:

- **Anonymised** – to ensure personal privacy and confidentiality
- **Permanent** – allowing a picture to be tracked and built up over time
- **Accessible** – readily available to members, the public and regulators
- **Consistent & comparable** – using the same methodology and metrics each year
- **Transparent** – providing clear and unvarnished information

The Royal Academy of Engineering has published useful guidelines on diversity monitoring*, including legal compliance, that can be applied more widely and it is anticipated that they will be followed.

The Edge is promoting an Institutional Good Practice Reporting Standard that it anticipates will be taken up by the professional institutions and other membership bodies across the design, construction and property industries; in the UK and internationally. Professional organisations will be requested to endorse and commit to working to an agreed version of the Standard and publish in each year's annual report relevant and accurate information in line with the Standard.

We [name of institution or organisation] agree to report properly anonymised and aggregated data on our membership, governance, staff and operations in our Annual Report against the following categories:

1. Individual Membership:
- Numbers of members in each membership category
- Gains and losses in each category
- Proportion of successful/failed applications in each category
- Geographic spread
- Gender split (M/F/X)
- Ethnicity (as declared)
- Religion (as declared)
- Sexuality (as declared)
- Social background (as declared)
- Age profile
- Disability
- Category of employer

2. Corporate Membership:
- Numbers of corporate members
- Location of head offices
- Numbers of employees who are institution members/chartered/others (FTE)
- Turnover
- Carbon footprints

3. Institution staffing and governance:
- Number (FTE) of staff employed and on short term contracts
- Information on gender split, ethnicity, religion, sexuality, social background, disability & age
- Information relating to pay in accordance with the requirements of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. (Differences in mean and median hourly rates, bonuses and proportions in quartile pay bands).
- Breakdown of governing bodies, councils and committees by gender, ethnicity, sexuality, disability & age
- Carbon footprint of the institution expressed as a total (tonnes CO_2e/pa), per staff member and per m^2 of property owned or leased

4. Discipline:

- Number and types of complaints received, taken up, decisions reached and actions taken against both individual and corporate members.
- Reports on (or links to reports) for each and every disciplinary action taken
- Changes enacted to Codes of Conduct, regulations and by-laws

5. Education:

- Numbers of courses accredited for various different standards and grades including numbers of students enrolled and graduating
- Numbers of degrees and distinctions awarded
- Details of inspection visits, reports issued and actions required
- Details of Research Excellence Framework (REF) and Teaching Excellence Framework (TEF) results for accredited courses/ departments and any other public assessments
- Institutional curriculum requirements (not necessarily to be provided except in short form in annual reports – full details to be available elsewhere on institutional websites)

6. Learned Society / Research

- Short form report on research outcomes
- Spend per member per annum on research activity and overall proportion of total budget of funded projects
- Details of research partners
- Library spend/investment and acquisition budget (per member)

7. Public Engagement

- Short form report on engagement activity
- Budget for outreach, information provision and non-university/ professional education projects (per member)

Note:

The Edge aims to provide an annual anonymised benchmark and index of transparency (a measure of the openness and the accessibility and usefulness of information provided by each institution in their publicly accessible annual reports in line with an agreed metric) which it will make available to institutions and on its website www.edgedebate.com

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