

Professional Social Work – Editorial Board

Terms of Reference

The Role of *Professional Social Work*

The magazine for social work and social workers.

Professional Social Work's Purpose

- To inform social workers and those interested in social work
- To promote and contribute to the learning of social workers
- To be a space for inquiry and discussion in relation to social work
- To be a reliable and trusted source of factual content
- To engage readers with lively, journalistically-driven content
- To advocate for social work and social workers
- To advocate for the people and communities the profession serves
- To connect social workers across the UK and internationally
- To strengthen social work as a profession
- To promote and support the work of BASW across the UK including SASW, BASW Cymru, BASW NI and BASW England.
- To promote and support the work of SWU

Guiding Principles

To achieve this purpose *Professional Social Work* must have independent editorial direction. The Editorial Board will be responsible for the strategic direction of the editorial policy of *Professional Social Work* and the quality assurance of the magazine's content delivered through the editorial policy by the Editor and other BASW staff.

The Editorial Board will develop *Professional Social Work's* editorial policy by drawing on BASW's code of ethics and values; through robust connections with key stakeholders (BASW Council, SASW Committee, BASW Cymru Committee; BASW NI Committee; BASW England Committee; senior staff; and SWU); and by its membership being drawn from across the UK and across different areas of social work practice.

The Editorial Board and the Editor will support BASW's values and its strategies while also ensuring a space for debate within BASW and the wider profession. While PSW will have a clear identity as a BASW publication, the Editorial Board will, through the application of the Terms of Reference and its editorial independence, ensure that *Professional Social Work* is more than an 'in-house' magazine. The membership of the Board should include the Editor, the Deputy Editor and the CEO of BASW or their appointed representative as attending non-voting members.

In its editorial policy and approach *Professional Social Work* will be guided by BASW's Code of Ethics and BASW policies, both at UK level and through the national committees.

Professional Social Work's editorial policy will support and promote BASW's 2020 Vision.

The Editorial Board will support the operational delivery of the magazine by the Editor, who is accountable to BASW's Director of Communications and the Chief Executive. These support and accountability arrangements are intended to safeguard *Professional Social Work's* political independence and resolve content issues [see Appendix 1 in relation to editorial and political independence].

The Board will promote the interests of the BASW membership in receiving a relevant and readable magazine that has a high reputation within and outside social work.

Conflicts of Interest

1. In relation to a matter to be discussed by the Editorial Board a member of the Board may have a conflict of interest if the member or a person connected with them has:
 - a) a personal interest in that matter; or
 - b) a relationship with or an interest in another organisation whose interests are reasonably likely to amount to a conflict of duties in relation to that matter.
2. When selecting new members to serve on the Editorial Board any possible conflicts of interests must be declared by the prospective member and these must be considered by the Board as part of the selection process.
3. Board members should identify any potential conflict of interest in the agenda at the start of a Board meeting and are expected to identify a conflict of interest should one arise during the course of a meeting.
4. Where a member has identified a conflicted interest or duty, the other members of the Board should in the conflicted member's absence consider whether or not the conflicted member can participate in the discussion or decision.
5. Where the conflict of interest relates to a personal financial interest then the member should not participate in the discussion or any decision relating to the matter in question.
6. Where a conflicted member is not able to be part of a discussion or decision this could result in the Board not being quorate and the matter needing to be deferred.
7. Board members should be clear both inside and outside the meeting when they are speaking in a personal capacity and when they are speaking as a member of the Board. Board members should seek permission from the Board to speak on behalf of the Board.

Governance

1. The Terms of Reference for the Editorial Board will be approved by BASW Council.
2. The Editorial Board will be accountable to BASW Council for the delivery of a magazine that meets the Terms of Reference.
3. *Professional Social Work* will be funded by BASW. Significant budgetary and expenditure decisions will be made by BASW subject to advice from the Editorial Board.
4. The Editor and BASW staff involved in the production of *Professional Social Work* will be managed by BASW but will take editorial direction from the Board.
5. The Editorial Board will normally be made up of 8-10 BASW members who will be selected by the Editorial Board. This number may be exceeded temporarily to facilitate effective and smooth transitions in the membership of the Board, particularly as members approach the end of their term on the Board. There should be one member from each country of the UK and every effort will be made to reflect diversity in terms of geography and area of practice as well as conforming to BASW's policies on diversity and equal opportunities. There should be one member of the Board from Scotland, one from Wales, and one from Northern Ireland, with the balance of the membership being drawn from across England.
6. To be quorate meetings of the Editorial Board must have at least 50% of the current Board members present which can include joining the meeting by telephone or videoconference.
7. Arrangements will be made for Editorial Board members from the four countries of the UK to have a structured relationship with the relevant Committee to ensure that there is balance in the overall content of *Professional Social Work* as a UK publication. *Professional Social Work* will retain its commitment to reflect Welsh language content within the magazine and online.

The Role of Board Members

1. To develop and oversee the editorial policy and content of the magazine, giving consideration to how the magazine fits into the wider communications and learning strategies of BASW, including the use of BASW's website and e-bulletins.
2. To canvas the views of BASW members and the wider social work community on the content of the magazine and make use of readership surveys and focus groups.

3. To advise the editor on developments in practice, training, research, policy and legislation; current issues and concerns within social work; reactions to the magazine; and competition from other media and professional interests.
4. To monitor editorial standards, professional relevance and equal opportunities within the magazine on behalf of BASW's membership.
5. To promote and encourage contacts between the editor and other individuals and organisations that may be beneficial to the magazine.
6. Contribute to the development, implementation and monitoring of the editorial plan for the magazine and to alert BASW Council to editorial and resource issues as appropriate.
7. Working jointly with the Editor and BASW Council, to shape the commercial strategy of the magazine, taking account of changes in publishing contracts and the impact of resources on editorial content.
8. Members will select a Chair or two Co-Chairs from among their number [see Appendix 3]. The Chair or Co-Chairs will be a principle source of contact and support for the Editor between Board meetings. The Chair or Co-Chairs and the Editor will make use of the expertise and views of other Board members between meetings as the need arises. It may be necessary for the Chair or Co-Chairs to speak on behalf of the Board without reference to the Board, particularly where issues may have arisen in relation to *Professional Social Work* content between Board meetings.
9. The Chair or Co-Chairs will be responsible for the submission of an annual report to BASW Council. This will report on editorial policy and the performance of the magazine. This will be included in the Association's Supplement to the Annual Report which is available at the AGM.

Selection, term of office and meeting frequency

1. Vacancies on the Board will be advertised through *Professional Social Work* and through BASW's digital platforms.
2. New Board members will be selected by the Board [see Appendix 2].
3. The term of office will be for three years with the option for members to stay for a second term. Members may opt to serve a shorter term but the expectation would normally be for a minimum commitment of two years for individual Board membership to be effective.
4. The term of office for the Chair or Co-Chairs will be a maximum of five years or shorter if they should reach two terms as a member of the Board during their time as Chair or Co-Chair [see Appendix 3].

5. The Board will stagger the turnover of members to ensure continuity which may result in the Board being larger than ten members for short periods.
6. The Board will meet in person at BASW's offices in Birmingham, three times a year. To promote accessibility and engagement it will be possible for members to join by telephone or videoconference. However, there will be a preference for meeting in person given the interactive work of the Board.