

Changes to the Terms of Reference for D&S IFCA's Governance Working Group (GWG)

Officers' Recommendation

That the Terms of Reference for the GWG, as set out in this Officers' paper, are agreed by the Authority

Background

The current Terms of Reference for the Governance Working Group (GWG) were discussed and agreed at the Authority meeting held on 19th October 2020. As proposed in separate Officers' papers, the adoption of a Scheme of Delegation will impact on the existing Terms of Reference for the GWG. The scope of tasks (functional delivery) for the GWG remains broadly the same; however, the GWG will now act more in a supporting role as set out below:

Amendments of GWG Functions/Responsibilities

Functional Delivery:

It is proposed that the following amendments are applied:

1. "Develop the overarching strategies to deliver the Authority's vision" will change to:
Support the development of the overarching strategies to deliver the Authority's vision.
2. "Produce the Authority's Scheme of Delegation" will change to:
Support the production of the Authority's Scheme of Delegation.
3. "Develop the Authority's draft Annual Plans and Reports" will change to:
Support the development of the Authority's draft Annual Plans and Reports.
4. "Develop policies on advocacy and communications to improve dialogue with stakeholders" will change to:
Support the development of policies on advocacy and communications to improve dialogue with stakeholders.

Reporting:

Regarding the reporting requirement, it is proposed that the reference to the Finance and General Purposes Sub-Committee is removed and the GWG must therefore only report to the Authority.

The amended Terms of Reference for the GWG are set out on the next page.

The Amended Terms of Reference for the GWG

Name

The group shall be known as the Governance Working Group (GWG).

Membership

Any member of the Authority or its Officers may join the Group. The Group may agree to invite external service providers as and when required.

Quorum

If meetings are required, at least three members of the group must be present. It is envisaged that most development work will be achieved through e-mail correspondence.

Functional Delivery

The role of the GWG is to support the work of the Authority and its Officers by undertaking the following tasks:

1. Support the development of the overarching strategies to deliver the Authority's vision
2. Review the Authority's governance structure and procedures
3. Support the production of the Authority's Schemes of Delegation
4. Support the development of the Authority's draft Annual Plans and Reports
5. Support the development of policies on advocacy and communications to improve dialogue with stakeholders

Reporting

Areas of work conducted by the GWG and D&S IFCA Officers will be reported to the Authority for consideration and decision making.

Background Papers/Links

[Authority meeting minutes from 19th October 2020](#)

[Original Terms of Reference for the Governance Working Group \(October 2020\)](#)

End.