

Governance Working Group

Terms of Reference

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.

Chairing the GWG

The GWG will appoint a Chair and Vice Chair at its inaugural meeting and the Chair, and the Vice Chair, will be elected during the first Annual General Meeting and each year thereafter. The Chair of the GWG shall not be the Chair of the Full Authority.

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.

Review Date/s	Comments
19 th October 2020	GWG established and TOR developed.
13 th October 2022	Amended TOR agreed by the Authority.
7 th June 2024	Minor amendment relating to Chairing the GWG as agreed by Authority in October 2022.

End.