

Appointment of GWG Chair & Vice Chair

Officers' Recommendations

1. That the Authority appoints a Chair for the Governance Working Group.
2. That the Authority appoints a Vice Chair for the Governance Working Group.

Background

The Terms of Reference for the Governance Working Group (GWG) were last reviewed by the Authority on 13th October 2022.

Role of GWG

The role of the GWG is to support the work of the Authority and its officers by undertaking a range of broad tasks as set out in its Terms of Reference.

The 2024/2025 Annual Plan includes specific tasks for the GWG to undertake including:

- Review of D&S IFCA's Compliance & Enforcement Strategy
- Review of D&S IFCA's Communication Strategy

Reviewing the GWG Terms of Reference

There is no requirement set out in the Authority's Standing Orders or in the Authority's Scheme of Delegation for the Authority to review the Terms of Reference for the GWG, as it is a working group, not a sub-committee; however, the current Terms of Reference for the GWG are set out in this paper for information.

- Officers are not recommending any changes to the GWG Terms of Reference.

Electing a Chair and Vice Chair

In October 2022 the Authority determined that the Terms of Reference for the GWG were to be amended to include the following:

"...and the Chair and the Vice Chair will be elected during the first Annual General Meeting and each year thereafter".

- The current Chair of the GWG is Dr Pamela Buchan
- The position of Vice Chair of the GWG is not currently occupied.

Recommendation

Officers recommend that, in line with the current Terms of Reference, both a Chair and Vice Chair of the GWG are appointed; however, and again in keeping with the current Terms of Reference, the position of Vice Chair for the GWG cannot be occupied by the Chair of the Authority.

The Current 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.

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.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers

- GWG Terms of Reference
- D&S IFCA Standing Orders
- Authority meeting minutes – 13th October 2022

End.