

Scheme Advisory Board

HYBRID MEETING – 17 JULY 2023

ITEM 10 – PAPER E

PROPOSED AMENDMENTS TO BOARD TERMS OF REFERENCE

Background

1. The Board's current Terms of Reference (TOR) have been in place since 2016 and set out the operational function of the Board. The Board's TOR are published on the SAB website. The Board agreed, in principle, to reduce its meeting frequency from four to three times a year at the May 2023 meeting and asked the Secretariat to propose the necessary amendments to the current TOR.

Issue

2. It is proving increasingly difficult to fit in each year (with sensible breaks in between) the four meetings required by the Board's TOR. There are times of the year when meetings are difficult to hold as fewer Councillors and other stakeholders have availability. Paragraph 32 of the current TOR currently states:

Frequency of meetings

'The Board will meet a minimum of four times a year. The Chair may call meetings more frequently if deemed necessary or on the joint request of two or more Board members. Except in situations to consider matters of urgency, all meeting dates will be communicated at least one month in advance. The Board will strive to agree dates of meetings on a calendar year basis by the preceding 30th November.'

3. An update to the 2016 TOR is proposed and new text for paragraph 32 is below. The change is to hold a minimum of three meetings at year and the updated text is underlined below:

Frequency of meetings

'The Board will meet a minimum of three times a year. The Chair may call meetings more frequently if deemed necessary or on the joint request of two or more Board members. Except in situations to consider matters of urgency, all meeting dates will be communicated at least one month in advance. The Board will strive to agree dates of meetings on a calendar year basis by the preceding 30th November.'

4. If the change is approved by the Board, the TOR of the Committees will also be similarly amended.
5. The SAB secretariat team are undertaking a broader review of the Board and Committees' TOR and will highlight any further suggested changes at the next cycle of meetings. Board members are invited to suggest any other areas they would like the Secretariat to review.

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Recommendation:

6. To approve the change to the Board's current Terms of Reference covering meeting frequency at point 32, and for the SAB website to be updated to reflect this change.