

Conveners' Committee

Date of Meeting	27 April 2026
Paper No.	CC3-D
Agenda Item	3.1
Subject of Paper	Review of Committee Terms of Reference
FOISA Status	Disclosable
Primary Contact	Marcus Walker Associate Director of Governance & Risk
Date of production	20 April 2025
Action	For Discussion

1. Recommendations

- 1.1.** To review the Committee's Terms of Reference and recommend any agreed amendments to the Board of Management for final approval.

2. Purpose

- 2.1.** To provide the Committee with an opportunity to consider its Terms of Reference and propose amendment – if necessary.

3. Consultation

- 3.1.** Members of the Committee are consulted annually on the Terms of Reference and could recommend any changes. Any agreed changes are presented to the Board of Management's final approval.

4. Key Insights

- 4.1.** Terms of Reference outline the purpose, remit, membership, meeting frequency and quoracy rules for the Board's committees. To support good governance, all committees review their Terms of Reference on at least an annual basis.
- 4.2.** Following a substantive review of the Terms of Reference in April 2025, no further changes are proposed.

5. Impact and Implications

- 5.1.** Reviewing the Board's governance documents, including the Terms of Reference for committees, is an opportunity to make necessary changes and ensure governance arrangements are continuously reviewed and remain effective.

6. Appendices

Appendix 1: Committee Terms of Reference