

Governance Advisory Group

- The Advisory Group should comprise of a minimum of two Trustees and have a nominated Chair.
- Trustees can be members of more than one advisory group and meet as frequently as agreed amongst the advisory group.
- The Advisory Group can co-opt members of the CIEA with relevant knowledge or specialist skills. Co-opted members should be subject to approval by the Board of Trustees.
- The Chair of the advisory group will be expected to keep Trustees informed and prepare proposals to be put to the Board, ahead of meetings, for considering the approval of recommendations put forward by the Advisory group.
- The Chair of the Governance Advisory group shall also be a member of the CIEA Regulation Authority.

Key purpose

To provide leadership on issues related to the ways in which CIEA governs its activities consistent with the objectives, as stated in the CIEA Deed and accompanying Royal Charter and those objectives that develop in the evolving CIEA environment and are agreed by the Board.

Key responsibilities

The Advisory Group will be expected to:

- Prepare advice on Governance matters to inform the Board on:
 - Areas of activity
 - Decisions the Advisory Group has arrived at
 - Recommendations proposed by the Advisory group
- Liaise with the appropriate members of staff at the UH

The Chair of the Advisory Group will be responsible for ensuring these activities are undertaken.

Scope

The Governance Advisory Group shall undertake tasks related to all governance activities that shall be agreed upon by the Chair and trustees, and shall include, but not be limited to:

1. Governance arrangements

- Keep under review the arrangements under which the Board delegates areas of responsibility to its Advisory Groups
- Ensure the Terms of Reference of the four Advisory Groups are regularly reviewed to ensure fitness for purpose and are updated as and when necessary
- Oversee the annual review of the effectiveness of CIEA Governance.

2. Trustee Membership

- Keep under review the terms of reference for current Trustees (all categories)
- Initiate elections when required
- Keep Trustee attendance under review and initiate action if appropriate
- Identify and recommend suitable individuals for co-option
- Identify and recommend suitable individuals for consideration by the Board of Trustees for the role of Chair

3. Compliance Issues

- Ensuing adherence to any data protection requirements that apply to the CIEA Trustees
- Ensuing adherence to any archive issues (HR, Finance, IP etc.)
- Ensuing adherence with any Charity Commission requirements
- Ensuing adherence with requirements of the CIEA's Royal Charter

4. Finance Issues

- Ensuring CIEA financial records meet all relevant requirements (Audit, Charity Commission etc.)
- Ensuring that appropriate financial information is supplied to CIEA by UH

5. Contractual Issues

- Keep under review the working of the UH/CIEA 'Services Agreement'

6. Risks

- The Governance Advisory Group is responsible for overseeing the management of the CIEA Risk register

24/07/18