

TERMS OF REFERENCE FOR THE REPRESENTATIVE BODY AGENDA PLANNING GROUP

A. Membership

- The group will consist of the Chair and Vice Chair of the Representative Body. If both positions are held by representatives from one constituency, a third member shall be sought for the group to represent the other constituency.

B. Facilitator

- Governance Team.

C. Scope of Business

- To review and agree the Agenda for forthcoming Representative Body meetings.
- To review the forward plan for the Representative Body and highlight any areas they feel should be considered at future Representative Body meetings.
- To make recommendations to the Representative Body on the above matters.
- To review attendance by Representatives at Representative Body meetings.
- To raise any issues of a governance nature with the Secretary.
- Maintain a watching brief on Representative Body working groups, training and development, visits and conference attendance.

D. Frequency of Meetings

6 weeks prior to Representative Body Meetings or as deemed necessary.

E. Review

These terms of reference will be reviewed annually.