

Meeting of Governance Committee
Malvern Victoria Bowling Club, Victoria Park, Malvern Link, WR14 2JY

Thursday 30 January 2020 7.00pm

Members: Mr R Bartholomew, Dr S Braim, Mr D Bryer, Mr D Core, Mrs C Palmer, Mr C Penn, Prof J Raine

AGENDA

1. Election of Chair
2. Election of Vice Chair
3. Apologies for absence
4. Chair's announcements
5. Declaration of Interests
6. Public comments
7. Times and dates of meetings and programme for the year
 Governance Committee responsibilities:
 See terms of reference overleaf
 Compliance with the Charity Governance Code
8. Matters arising from previous meetings (not otherwise on the agenda)
9. Working Group Report on CCS consultation Paper A
10. Code of Conduct Paper B
11. Assessment of the success or otherwise of changing from public questions to public comments
12. Safeguarding Paper C
13. Chair's discretion to deal with issues raised by Board members (meeting November 2019)
14. Reputation management
15. Trustee training
 GDPR
16. Urgent Business
17. Date of Next Meeting 30 April 2020

Governance Committee Terms of Reference

To advise Board members, in their roles as trustees, on current legal and statutory governance requirements by:

- Ensuring all actions taken by MHT comply with the Malvern Hills Acts and with Charity and other relevant legislation and best practice relating to governance matters
- Monitoring the Board, committee and group structures and performance (reviewing the adequacy, effectiveness and compliance with internal governance controls and schemes of delegation) and making recommendations to the Board
- Reviewing the Governance Handbook, Standing Orders, Code of Conduct and other guidance material for trustees as required (incorporating Charity Commission guidance on the role of trustees)
- Monitoring compliance with Standing Orders and Code of Conduct on behalf of the Board and reporting any problems/breaches to the Chair of the Board
- Ensuring that the organisation has an appropriate risk management system in place and that risks are reviewed annually
- Maintaining a skills/experience audit of current Board members and identifying obvious gaps/weaknesses
- Using the skills/experience audit in succession planning for changes to Board membership or changes to chairs/vice-chairs
- Ensuring that nominating bodies and those considering standing for election are aware of the skills gaps, the roles and responsibilities of being a Board member and the expected level of commitment
- Approving induction training and ongoing training for all Board members
- Annually monitoring all policies and regulatory requirements and making recommendations to the Board