

Governance and Transparency Working Group (GTG)

Terms of Reference

Purpose

1. To consider all relevant aspects of the governance arrangements at IPReg taking into account the Legal Services Board's (LSB) recent Performance Assessment in relation to the Well-Led outcomes.
2. To consider all relevant aspects of the transparency arrangements at IPReg taking into account the LSB's recent Performance Assessment in relation to the Well-Led outcomes.
3. To consider the arrangements for the ongoing review of board effectiveness of the IPReg Board.
4. To consider wider good practice developments in relation to governance and transparency, which it may be helpful and proportionate to adopt and make relevant recommendations to the Board.

Responsibilities

5. Identify and agree what is good practice in relation to governance and transparency as relevant to IPReg.
6. Benchmark IPReg's approach to governance and transparency against good practice at other regulators particularly legal regulators and appropriate elements of governance codes.
7. Undertake a gap analysis against the good practice framework (to be developed during the review) and identify relevant practical recommendations for consideration and prioritisation by the Board.
8. Collaborate with relevant legal regulators as appropriate to share good practice particularly in relation to the Well-Led outcomes and to underpin any recommendations for improvement.
9. Consider the scope and timeline of appropriate stakeholder consultation during and after the review (such as through the action plan) taking into account the need to provide timely recommendations to the Board.
10. Provide recommendations and an action plan to the IPReg Board (for its July 2022 meeting) in order to enhance the governance and transparency arrangements at IPReg in the short and medium term, taking into account the LSB's Well-Led outcomes.

Membership

11. The Group shall comprise at least three IPReg board members.

Quorum

12. The quorum shall be two members of the Group.

Frequency of Meetings

13. The Group shall meet at least three times during the review period and otherwise as required.

Attendees

14. The Group members, the Chief Executive and any nominated member of the Senior Executive shall attend the meetings.
15. The Group may invite any attendees as may be desirable or necessary to advise on specific issues to support the discharge of its duties.

Reporting

16. The Chair of the Group shall report to the Board at each board meeting on the progress of matters within its responsibilities.
17. Formal minutes would not be necessary but notes of agreed actions points would be circulated as appropriate.

December 2023