

UK Council on Deafness

Special Interest Groups' Terms of Reference

The functions and delegated authority

This Standard Terms of Reference is taken from the Chartered Governance Institute and the NCVO's guidelines, applying equally to all the sub-committees appointed by the UK Council on Deafness (UKCoD). The sub-committees are called Special Interest Groups (SIGs) and are delegated with an area of expertise in order to develop UKCoD's overall purpose.

UKCoD seeks to comply fully with the requirements of the UK Corporate Governance Code, published in July 2018 (the Code). The Code and the FRC Guidance are available at:

www.frc.org.uk.

Each SIG has an area of special delegated responsibility with its own purpose and role within UKCoD's governance, as advisory and activist groups, to always work with the Board when making decisions or taking action.

It is important to recognise the links and overlap between the responsibilities of Board sub-committees and consequently the need for each to have full knowledge of the deliberations of other committees. This is done through reports to the board and by appointing at least one member of the Board to each of the other committees.

Each SIG will work with UKCoD Board in accordance with the objectives and priorities agreed between the UKCoD Board and the SIG sub-committee, utilising UKCoD's constitutional documents, Code of Conduct and Ethics, and all policies.

British Sign Language Act Special Interest Group

1. Purpose and objectives

The purpose of the BSLA SIG is to:

- a. investigate the need and demand for legal status for BSL and the protection of the language;
- b. formulate the contents of an effective BSL Bill;
- c. identify, with parliamentarians, the best methods of introducing a Bill through parliament;
- d. campaign with the Deaf community to inform on the findings of the SIG;
- e. assist with the implementation of an Act once passed and monitor and evaluate said legislation.

2. Membership

The BSLA Special Interest Group shall consist of the Chair, the Secretary, minimum of two other members who are either representatives of deaf organisations or sole activists/campaigners, and who have the requisite skills for their appointment as a member of the BSL Act SIG. The Group can have maximum 12 members at any one time.

3. SIG Appointments

The Board shall at their first meeting following the UKCoD Annual General Meeting in each year, review the SIG membership, and determine the Board representatives of the SIG until the following AGM.

The serving Chair will be elected for the maximum period of three (3) years by ballot vote carried out by the UKCoD Office Manager.

The UKCoD Chair and/or Secretary, or their appointed deputies may attend SIG meetings ex officio. Any Board representative can apply to the Board to become a SIG member upon expiration of their Trustee term. The Chair of the Board may never concurrently be an officer in a SIG, but may continue to be a full member of the SIG.

4. Frequency of Meetings

The SIG shall meet not less than 3 times in each year.

The meetings shall take place online, and where practical in London in-person, or other location as unanimously agreed by the members of the SIG.

5. Notice of meetings

The SIG secretary will ensure that the SIG members receive information and papers in a timely manner to enable full and proper consideration to be given to the issues.

Meetings of the SIG shall be called by the secretary of the SIG at the request of the SIG chair, any of its members, or the Board.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda and supporting papers, shall be forwarded to each member of the SIG and any other person required to attend no later than **seven (7)** working days before the date of the meeting.

6. Record of Meetings

The SIG secretary shall minute the proceedings and resolutions of all SIG meetings, including the names of those present and in attendance.

Draft minutes of SIG meetings shall be circulated to all members of the SIG. Once approved, minutes should be circulated to members of the Board no later than 14 days from the end of the meeting.

The SIG Chair shall report to the Board after each meeting on the nature and content of its discussion, recommendations and actions taken.

The SIG Chair shall make whatever recommendations to the Board on any area within its remit where action or improvement is needed, and adequate time should be available for board discussion when necessary.

The SIG Chair shall provide a description of its work in the UKCoD annual report.

7. Decision-making

Decision-making is based on consensus. Should consensus be unobtainable, a minimum of 85% of SIG members should be present in order to conduct valid business and take part in voting procedures. A quorum is 4 present and voting members in a SIG of 5 and 6; 6 present and voting members in a SIG of 7; 7 present and voting members in a SIG of 8; 8 present and voting members in a SIG of 9; 9 present and voting members in a SIG of 10; and 10 present and voting members in a SIG of 11 and 12.

If the Delphi model, used to enable consensus from groups of experts, is used the SIG Members will need to be trained on and agree the Delphi Model so that it can underpin the work of the SIG. If it is decided not to adopt the model then any potential issues arising that could impact fair governance the SIG will report to the Board.

8. Meeting Attendance

The Chair and the Secretary, or their appointed deputies shall normally be required to attend all meetings of the SIG, as well as at least one Board member. Other trustees may attend meetings, at the request of Board or SIG members', as required.

9. Engagement with external stakeholders

In conjunction with the Board, and via the UKCoD's Secretariat, when relevant, a minimum of two SIG members rotated between members of the SIG may attend the All Party Parliamentary Group on Deafness (APPGD) meetings, as agreed. The attending members may report on the SIG's work and liaise on any actions agreed by parliament or individual parliamentarians. The SIG's report to the Board will include action points agreed with the APPGD, or any other stakeholders.

All SIG members are invited to attend the UKCoD AGM to present the SIG activities at the AGM.

10. Monitoring and evaluation

The Board will review the SIG's terms of reference at least annually, or more often if required; the Business Plan will be reviewed biannually. The Board will work with the SIG to enable it to contribute to the overall UKCoD's Business Plan.

11. Other matters

The SIG shall:

- have access to available UKCoD resources in order to carry out its duties, such as access to the Office Manager for advice and assistance as required.
- enable its internal training, both in the form of an induction programme for new members and on an ongoing basis for all members.

Taken from :

The Chartered Governance Institute Terms of reference for its remuneration sub committee:

<https://www.icsa.org.uk/knowledge/resources/terms-of-reference-remuneration-committee>

National Council of Voluntary Organisations' Subcommittees' Terms of Reference:

<https://knowhow.ncvo.org.uk/tools-resources/board-basics/model-documents-and-templates/write-terms-of-reference-for-a-sub-committee>

Agreed by the UKCoD Board on the Board meeting held on 24.02.2021;

Approved and minuted.