	Gasóga na hÉireann/Scouting Ireland			
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	TOR–SUB01	14th June 2014	7th Jan. 2017	Jan 2020
	Category: Sub-Committees			
	Governance Review Group – Terms of Reference			

Related Documents
N/A

Revision Schedule		
Revision	**Date**	**Description**
D	07/01/2017	Terms of Reference Fully Revised
C	28/04/2015	Financial Controller added to committee membership
B	22/11/2014	Key Areas of Responsibility (13, 14 & 15) Added
A	27/09/2014	Key Areas of Responsibility (9, 10, 11 & 12) Added
#	14/06/2014	Document Issued

The Project: *Project Governance*

Project Governance commenced in 2014 with a review, by the Governance Review Group (GRG) Sub-Committee of the National Management Committee (NMC), of governance in Scouting Ireland at national level. The review identified a need for many changes to enable Scouting Ireland to meet the needs of new regulatory regimes for charities in both jurisdictions and to comply with best practice in governance for voluntary, community and charitable bodies.

Project Governance is scheduled for completion in 2019. *Project Governance* is being developed on behalf of the NMC by the GRG, which reports to the National Secretary.
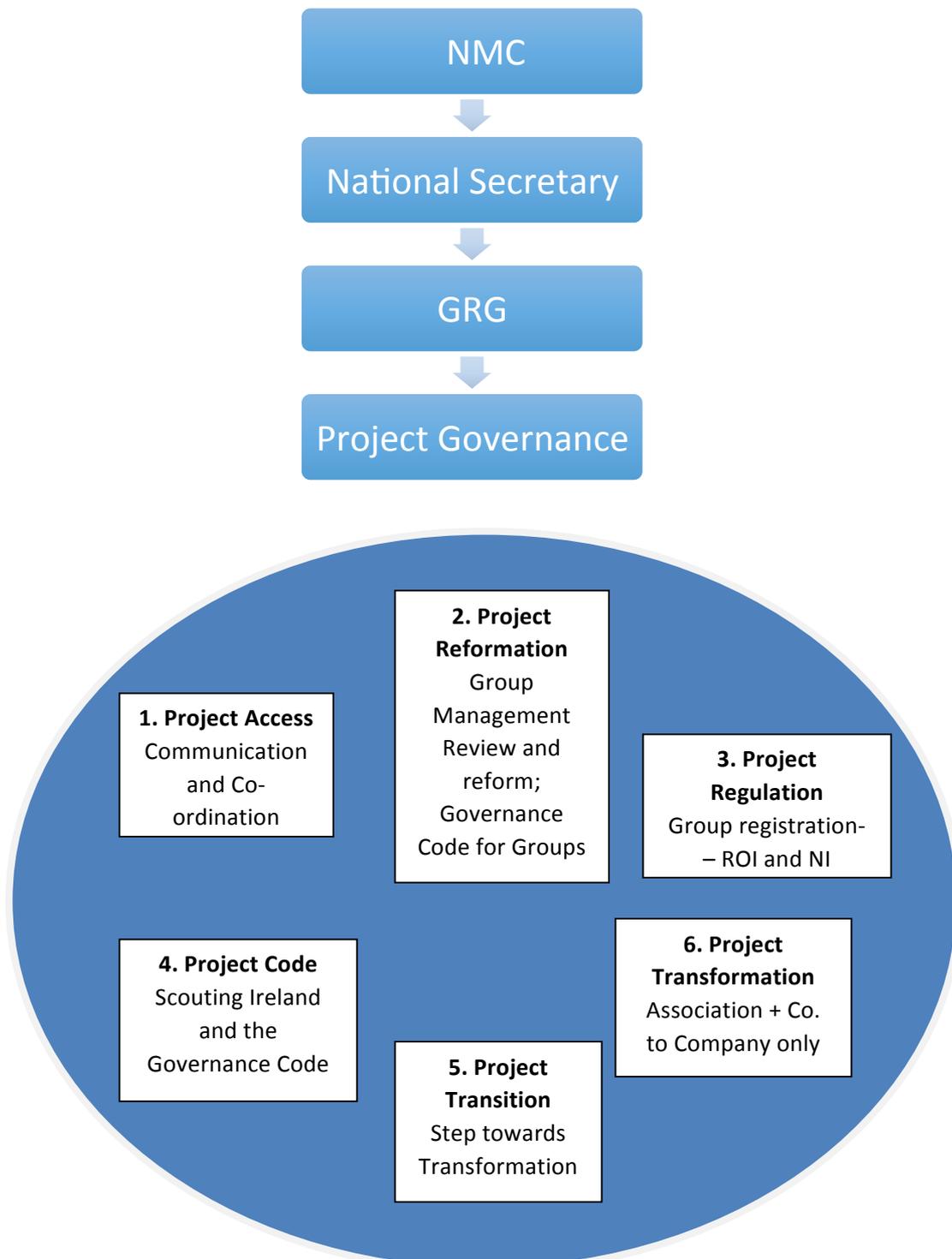
Term of Office

The GRG is a sub-committee created by the NMC for the duration of *Project Governance*, and it shall be appointed annually, in accordance with Rule 127.

Purpose

The purpose of the GRG is to assist the NMC to review and reform the governance of Scouting Ireland to secure compliance with charities legislation and best practice in governance.

Project Governance has been segmented into and comprises six sub-projects:

1. **Project Access** –co-ordinated communication to the members of Scouting Ireland of all aspects of *Project Governance* including each of its sub-projects.

2. **Project Reformation** – review and reform of the management organisation of the Scout Group, to redefine its relationship with Scouting Ireland, and to position Scout Groups to comply with legislation and best practice (Governance Code/Code of Good Governance – organisation type A), [1]including provision for Scout Groups which may elect to incorporate. [2]

3. **Project Regulation** – support for Scout Groups when registering with the Regulators and to equip them with relevant information pertaining to registration and compliance with legislation. To identify probable training needs and how they might be met. [Regulation in ROI – Charities Regulatory Authority (CRA) and NI – Charity Commission for Northern Ireland(CCNI)]

4. **Project Code** – reform the governance structures and procedures of Scouting Ireland to enable Scouting Ireland, at national level, to be compliant with the principles of *The Governance Code*[3] -organisation type C.

5. **Project Transition** - the reforms required more immediately (2017-2019) to the existing structure of Scouting Ireland at national level, so as to reduce risk and prepare for transformation.

6. **Project Transformation** – transformation of the national organisation from an Association and a Company to a Company only.

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[1] The Governance Code caters for organisations depending on their scale. Type A, the simplest version of the Code will be applicable to almost all Scout Groups.

Link: http://www.governancecode.ie/uploads/1/4/0/6/14069721/governance code type a-27 october 2016.pdf

[2] Some larger Scout Groups may elect to incorporate as companies limited by guarantee.

[3] Link http://www.governancecode.ie/uploads/1/4/0/6/14069721/governance code type c-27 october 2016.pdf

Membership

The members of the GRG shall be the following:

Jerry Kelly (Chair), Mark O'Callaghan, Brendan Tuohy, Manager Operations and the Financial Controller.

The GRG, with the consent of the National Secretary, may appoint Task Forces to assist it with *Project Governance*. Any such Task Force shall report to the GRG and any documents, presentations or other communications prepared by a Task Force, or any communication to Scouting Ireland or any segment of it, shall be approved by the GRG prior to circulation or publication.

The GRG reports to the National Management Committee, through the National Secretary, who shall be kept informed of its work by the Chair and/or the Manager Operations.

Main Tasks

- To implement and manage *Project Governance,* and its sub-projects, on behalf of the NMC and to report on a regular basis to the National Secretary, and when so invited by the National Secretary, to submit reports or make presentations to the NMC.
- On a regular basis, to report to the NMC on the progress being made by Scouting Ireland, at national level, towards compliance with *The Governance Code for Community, Voluntary and Charitable Organisations.* [4]Such reports should identify specific areas where further action is required to achieve compliance.
- Once a high level of compliance (of the order of 80%) is apparent from informal reviews, to conduct an audit to identify the actual level of compliance and to conduct an annual audit each autumn thereafter. The audit reports to the NMC should include lists of any actions required to achieve full compliance or otherwise improve governance in Scouting Ireland.
- To advise the National Secretary on governance issues, when requested or when it deems it appropriate to do so.
- To advise the National Secretary of changes and likely changes in governance practices, which should be adopted to continue to meet changing statutory requirements in either jurisdiction, or to conform to emerging best practice in governance.
- To consult others within Scouting Ireland, and externally, as considered necessary, but external advisors may only be engaged with the consent of the National Secretary and the National Treasurer.
- To approve all communications relating to *Project Governance* prior to the release of any circulars, submission of documents to the NMC or presentations to any part of Scouting Ireland.
- With the assistance of the Manager Operations, to co-ordinate the work of all Task Forces, other committees and individuals appointed by the GRG or the National Secretary, to work on any aspect of *Project Governance*.
- To undertake other governance-related tasks, when requested by the National Secretary.
- To undertake other governance-related tasks considered appropriate to the role of the GRG, with the prior consent of the National Secretary.

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[4] Link to The Governance Code: http://www.governancecode.ie/organisation-types.html