

## LAW COMMISSION BOARD – TERMS OF REFERENCE

### Purpose

- 1.1 The purpose of the Law Commission Board is to oversee the Commission's overall performance and delivery. It focuses on strategic leadership, management and direction, ensuring the most effective prioritisation of resources.

### Terms of reference

- 1.2 The Board's terms of reference are to oversee and take any necessary decisions in the following areas:
- **Strategy:** developing organisational strategy and performance objectives, including the Business Plan.
  - **Delivery and performance:** ensuring delivery of key corporate commitments, objectives and milestones; and, overseeing progress of projects, through effective review of the Board Report.
  - **Wales:** providing oversight of the relationship with Welsh Government and stakeholders and ensuring that the Law Commission meets its obligations in relation to use of the Welsh language.
  - **Finance and risk:** ensuring that policies are appropriate and effective; providing steers to, and considering and approving recommendations from, the SMT.
  - **Staffing:** providing a focus on staffing issues, including organisational culture, the development and talent management of the Law Commission's staff and promoting diversity at all levels of the organisation.
  - **Profile and reputation:** considering strategies to increase the profile of the Commission across Government, Parliament, the public, other Law Commissions, internationally and with stakeholders.

### Membership

- 1.3 The Board will comprise:
- All five Commissioners
  - Up to three non-Executive Board Members (NEBMs)
  - Chief Executive
  - Head of Legal Services
  - Head of Corporate Services
- 1.4 The Legal Team Managers and Senior Parliamentary Counsel will have a standing invitation to attend the Board in an advisory capacity.
- 1.5 The Chair or Chief Executive may, on occasion, invite others to attend the Board on an ad hoc basis.

### Meetings

- 1.6 The Board shall meet at least once a month, except during August.

### Reporting

- 1.7 Minutes of the Board meeting will be circulated to staff and are available on the Law Commission's external website. The Board report will also be shared with staff on the intranet.

1.8 The Terms of Reference will be reviewed once a year at the September Board meeting.

#### **Exclusions**

- 1.9 In line with the Law Commissions Act 1965, the Board, including the NEBMs, does not have responsibility for the selection or conduct of law reform projects or the content of consultation papers and reports. This is the preserve of the five Commissioners with decisions made at peer review.
- 1.10 The Board will not have responsibility for any other matter that falls within the independent remit of the Commissioners under the Law Commissions Act 1965.
- 1.11 The Senior Management Team (SMT) will consider day-to-day operational issues, making recommendations to the Board as appropriate.