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Updates to the Change Board Terms of Reference

1. Purpose

We have carried out a regular review of the Change Board's Terms of Reference, which sets out the powers and duties of the Sub-Committee and the proceedings for meetings. We have also taken this opportunity to restructure the Terms of Reference into a more succinct format.

The purpose of this paper is to inform the Change Board of our proposed changes to these, which can be found in Appendix A. As we have restructured the document, we have not been able to show the changes in redlined form. We will be taking these to the Panel in January 2020 for approval; we invite any comments from the Change Board ahead of this.

2. Recommendations

The Change Board is requested to **NOTE** the updated Terms of Reference and **PROVIDE** any further comments for consideration.

Veronica Asantewaa

SECAS Team

13 December 2019

Attachments

- **Appendix A:** Change Board Terms of Reference v1.3