This document is classified as **White** in accordance with the Panel Information Policy. Information can be shared with the public, and any members may publish the information, subject to copyright.

Paper Reference:	**SECCB_54_2605_04**
Action:	**For Decision**

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.

The purpose of this paper is to inform the Change Board of our proposed changes to these, which can be found in Appendix A. We have shown the changes in redlined form. We will be taking these to the Panel in June 2021 for approval; we invite any comments from the Change Board ahead of this.

2. Recommendations

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

Holly Burton

SECAS Team

19 May 2021

Attachments

- **Appendix A:** Change Board Terms of Reference v1.4

.