

## Policy Development Boards – Terms of Reference

1. Policy Development Boards support greater involvement of States Members in the policy development process, and may also be formed to consider matters of significant public interest or concern.
2. The Boards are advisory, supporting Ministers in making decisions in their areas of responsibility.
3. The Boards will be set up with the agreement or at the request of the Chief Minister.
4. Membership will be confirmed by the Chief Minister. It should include Ministers and/or Assistant Ministers, and may include non-Executive States Members, and also Lay members, with a view to securing a balanced and focused membership.
5. Where a non-Executive Member is asked to participate they must be a member of Scrutiny, but not on the Scrutiny Panel which would ordinarily be scrutinising the policy developed by the Board. As required, Board Chairs should confer with the relevant Panel Chair to ensure this approach works in the interests of delivering more inclusive policy development and robust scrutiny. Any other conflict with private or public interests should be declared and resolved in discussion with the Chief Minister, Chair of the Board, and/or Scrutiny Panel Chairman.
6. The formation of a Board will be recorded by a Ministerial Decision of the Chief Minister, and the Council of Ministers informed (thus providing opportunity to comment in advance). States Members and the public will also be informed as a matter of normal course.
7. Terms of Reference, including purpose, timescales, membership, will be set by each board, but will need to be confirmed by the Chief Minister.
8. The Boards will be supported by officials, to the same standards and applying similar practises, including around the production of evidence, options, and public engagement, as officials would apply in supporting individual Ministers. In doing this, officials are under an obligation to provide free and open access to information to members of boards, and impartial advice. Board members will respect the impartiality of officials, and maintain the confidentiality of any information provided and any advice they are provided, in so far as it is not already in the public domain.
9. Having completed their work, the advice of a Board will be provided to the Chief Minister and the responsible Minister in written form, and minutes of meetings will be taken to ensure an auditable record is maintained. The dissent of any member will be noted. The advice shall also be tabled before the Council of Ministers, and published as soon as practical and appropriate, subject to relevant FOI exemptions, in particular policy under development.
10. This proposed operating model will be reviewed and refined as appropriate at 6 monthly periods as the process develops and evolves.