

CCNI Legal Advisory Group Terms of Reference

- 1.0 The Board has established a Legal Advisory Group to support it in the discharge and monitoring of ongoing legal work. The purpose of the group is to consider complex and/or recurring legal issues to inform Board consideration.

Membership

- 2.0 The Board appoints members to the Advisory Group and the composition of the group may, as required, include persons who are not Members of the Commission. The group will be chaired by the Legal Commissioner and include the Chief Commissioner and at least one other Commissioner, as agreed by the Board. Other Commissioners may also attend.
- 2.1 Staff attending will be the Chief Executive, Head of Charity Services and the legal team. Other staff may attend as appropriate.

Meetings

- 3.0 Meetings will be held up to four times yearly. Additional meetings may be called, if required, with the agreement of the Legal Commissioner. Agendas will be circulated in advance for regular meetings, as per the arrangements for Board meetings.

Authority

- 4.0 The Advisory Group is authorised by the Board to deal with any appropriate matter falling within its terms of reference and to advise on a strategic approach to legal issues or challenges.
- 4.1 In carrying out its functions it is authorised to seek any information it requires from any employee, through the Chief Executive, and all employees are directed to co-operate with any request made by the group.
- 4.2 The Advisory Group is authorised by the Board to obtain outside legal or other independent professional advice and/or to engage the services of an appropriate third party and/or to secure the attendance of non-members with relevant experience and expertise if it considers this necessary and in consultation with the Chief Executive and Chair of the Board.

Reporting

- 5.0 The Legal Commissioner will update the Board after each meeting of the Advisory Group. Notes of meetings will be circulated and agreed.
- 5.1 The group will bring to the Board for approval any recommendations it considers necessary.

Matters to be brought to the Advisory Group for discussion

- 6.0 The Advisory Group will report back to the Board on the ongoing legal work of the Commission. It will consider:
- An overview of any current complex/high profile cases requiring legal input
 - An update on ongoing court/tribunal work
 - Legal issues arising from current casework which staff or Commissioners have identified as requiring further exploration.
 - Recent opinions from Counsel.

Review

- 7.0 The Board will keep under review the structure and scope of activities of the Advisory Group.
- 7.1 The Advisory Group will review and update its own terms of reference annually, requesting Board approval for proposed changes and, at appropriate intervals, evaluate its own performance against terms of reference and best practice.