

Policy and External Affairs Committee Terms of Reference

Purpose

The Policy and External Affairs Committee is involved in overseeing, directing and evaluating the Institution's policy and external affairs activities. The committee guides, shapes and evaluates the ICE's policy positions and external engagements to raise the profile of the institution and its work in the eyes of policymakers, opinion-formers, external stakeholders and with the public at large.

Tasks

1. To make recommendations to the Trustee Board on:
 - a. Strategic objectives for ICE's Policy and External Affairs activity
 - b. Priority subject areas and issues to be tackled through the Policy and External Affairs function
2. To identify annual programmes of Policy and External Affairs work for confirmation by the Trustee Board through the annual business planning process.
3. To provide oversight of delivery of the relevant sections of the ICE three-year Plan
4. To ensure that appropriate procedures are in place and are adhered to in the following areas:
 - a. Creation of ICE positions on public policy issues
 - b. Consistency of Policy and External Affairs activity with ICE's charitable status
 - c. Ensuring that ICE Policy and External Affairs activity is related to areas in which ICE has credibility and standing
 - d. Identification and management of any significant reputational, financial and business risks and opportunities arising from the ICE's Policy and External Affairs activities
 - e. Establishment and co-ordination of Policy and External Affairs strategies in the English regions, Devolved Administrations and internationally. This requires interaction with the UKRAC, which governs the regional delivery of Policy and External Affairs, and also the International Committee.
5. To ensure that the following are delivered to Trustee Board members to enable them to deliver their roles as ICE trustees:
 - a. An annual report to the Trustee Board on Policy and External Affairs issues
 - b. Briefing documents outlining the key recommendations of any report
 - c. Briefing documents on any profile-raising campaigns in advance of their launch
6. To ensure ICE policy work is effectively communicated to ICE members, policy makers, opinion formers, external stakeholders and the public at large through the support of the Communications Committee.

Composition of Committee

The membership shall comprise of a minimum of 10 members, which should include:

- The Chair, who is the Trustee Board member that holds the portfolio of Policy and External Affairs

Ex-officio positions:

- A representative of UKRAC
- A representative of Graduate and Students Network (GSNet)
- A representative of Learning Society Committee

The committee should also contain:

- Two Council members who are not representatives from any of the above committees
- A geographic spread of Fellows
- Representation from the Presidential Future Leaders Alumni

Appointment is made by the Chair of the Committee.

Term of service

- Members serve for an initial term of three years and may be re-appointed for a second consecutive term
- Members who do not attend three consecutive meetings may be asked to stand down from the Committee as appropriate
- Not excluding either of the above, ex-officio members may only serve if they remain a member of that Committee
- No member may serve more than six years on the Committee, unless otherwise agreed by Trustee Board

Meetings

- It is expected that the Policy and External Affairs Committee will meet at least four times a year. Meetings will comprise at least two physical meetings per year with the rest making use of remote meeting technology where possible.
- Quorum: At least half the Committee membership plus one.
- The Trustee for Policy and External Affairs, as Chair, is authorised to appoint a meeting chair if they are unable to attend that meeting
- If the Chair is unable to attend a meeting, then the meeting is authorised to elect a chair for that meeting.

Secretariat

- The Secretariat shall be provided by the Head of Policy and Public Affairs.

Other

- At least once a year, the Committee should review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Trustee Board for approval.