

# Regulatory Strategy Service Delivery Group (SDG) terms of reference

## 1. Purpose

- 1.1. The Regulatory Strategy SDG supports the work of the Senior Leadership Team by considering and making decisions on areas of responsibility falling under the management of the Deputy Commissioner (Executive Director – Regulatory Strategy Service).
- 1.2. The SDG also reviews, and manages, the Service's risks and departmental business plans, as well as reviewing performance information.

## 2. Responsibilities

- 2.1. SDG's responsibilities include:
  - Encompassing the work of the Domestic Policy, Parliament and Government Affairs, and International Directorates
- 2.2. The SDG should refer to the Senior Leadership Team matters that relate to corporate risks and prioritisation, as well as any matters with significant cross-office impact.

## 3. Authority

- 3.1. The authority for the SDG derives from the Senior Leadership Team.

## 4. Composition

- 4.1. The SDG comprises Executive Director, Directors and Heads of Department for the Regulatory Strategy Service.
- 4.2. The Private Secretary to the Executive Director – Regulatory Strategy Service will attend the meetings.

## 5. Quorum

- 5.1. The SDG is quorate with the following members present:
  - The chair (or a member nominated by the chair to act as chair); and
  - at least three other members.

## **6. Information requirements**

- 6.1. The SDG should ensure that arrangements are in place to enable it to discharge its responsibilities effectively, including the timely provision of information in an appropriate form and quality.

## **7. Budget**

- 7.1. The SDG has no budget.

## **8. Secretariat**

- 8.1. Secretariat is provided by the Corporate Governance Team.

## **9. Frequency of meetings**

- 9.1. The SDG should meet at least every three months.

## **10. Evaluation**

- 10.1. The SDG should ensure that arrangements are in place to enable it to discharge its responsibilities effectively, including a formal annual evaluation of the Group's performance.

## **11. Links to other forums**

- 11.1 The SDG will report directly to the Senior Leadership Team where appropriate.
- 11.2 The SDG will refer issues to other Service Delivery Groups where appropriate.
- 11.3 The SDG will receive reports from other forums within the Regulatory Strategy Service.

