

Public Finance and Management Board panels - standard terms of reference

Within the Panel's defined area of responsibility, and the business plans and strategies approved by PFMB, support CIPFA in delivering its responsibilities under the CIPFA Development Strategy in the areas below.

Common across all Panels

- 1) Influence policy by expanding engagement with both policy makers and practitioners to enable informed perspectives and insights.
- 2) Position CIPFA as an authoritative source of information, intelligence, analysis and news.
- 3) Lead and, where appropriate, work with partners, to develop strategic frameworks and tools for improvement of public financial management and governance.
- 4) Help develop and promote relevant tools and techniques to enable organisations to manage the challenge of reduced funding.
- 5) Deliver the Panel objectives through:

Taking a five centres of government perspective;

Input to the formulation of panel work plans (and hence CIPFA business plans), monitoring delivery of the work programme and reporting performance to PFMB;

Monitoring and input to the work of other relevant sectoral or functional/cross-cutting Panels, as appropriate, on matters of mutual interest;

Service panels only

Working closely with the Local Government Policy Panel. (Social Care & Welfare Reform, Police, Local Authority Accounting, Academies Colleges and Universities, Housing)

Additional for Functional / Cross-cutting CIPFA Theme Panels

- 6) Influence the development of international standards spanning financial reporting, auditing, education and ethics, encourage their wide scale adoption, and support their successful implementation.

Quorum requirements

Panels should have the following quorum requirements:

A quorum is 50% of the panel members. This is required for formal approval of bulletins, guidance and other Institute material. Electronic and paper correspondence from panel members, and presence via teleconference may all be counted towards the 50% quorum.

Non-quorate meetings may discuss and formally note matters for future report, but have no executive authority.

Urgent decisions, at the Chair's discretion, can be dealt with by correspondence.