Platfform yr
Amgylchedd Cymru

Environment
Platform Wales

Governance 2018 - 2021

Darparu tystiolaeth
Cyfieithu ymchwil
Creu effaith

Providing evidence
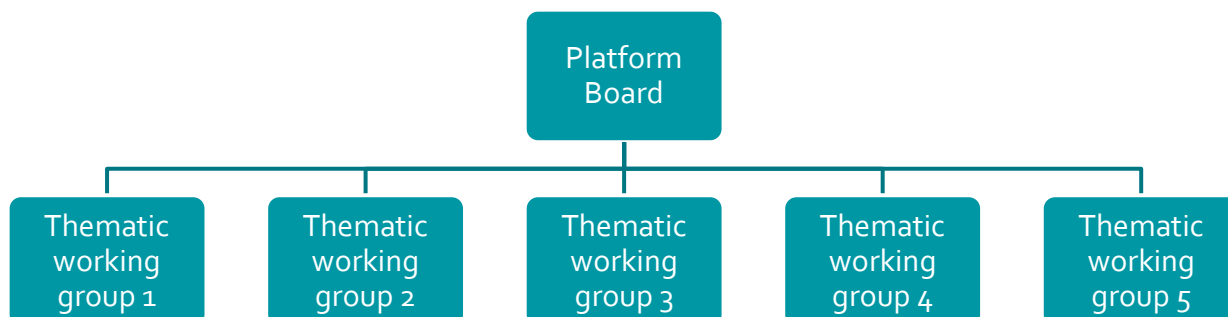Translating research
Generating impact

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Version	Purpose/Change	Author	Date
1.0	First full draft for Board approval	J Geroni	14/11/2018
1.1	Incorporating 1st round of comments from Board members	J Geroni	19/11/2018
2.0	Version approved by Board for publication branding updated	J Geroni	07/02/2019

1 Governance overview

The priorities and activities of the Platform will be managed through 2 tiers of governance.

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                          │   Platform   │
                          │    Board     │
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│Thematic│ │Thematic│ │Thematic│ │Thematic│ │Thematic│
│working │ │working │ │working │ │working │ │working │
│group 1 │ │group 2 │ │group 3 │ │group 4 │ │group 5 │
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1. Platform Board – comprising senior academic and educational leads from the universities and research centres and policy/evidence leads from Welsh Government and NRW, this group will monitor overall performance and set the strategic direction of the Platform. They will set the priorities for evidence gathering and approve high level operational plans for The Platform across areas of policy, practice, research and education.

2. Thematic Working Groups – these groups will be convened at the request of The Board. They may act as Task and Finish groups investigating a particular issue or opportunity, undertake horizon scanning activities, or provide ongoing advice based on a particular area of policy, practice, research or education. Terms of reference for these groups and reporting requirements will be set on a case by case basis. These groups may draw on expertise from organisations outside The Platform as necessary.

2 Platform Board

2.1 Purpose and objectives of the Board

The Board will have oversight of all Platform activities and outputs. It will set the strategic direction for the Platform and be the primary vehicle for communication between the Platform delivery team and Platform members.

2.2 Board membership

The Board will comprise representatives from each of the Platform partners plus the Platform Director. The Chair will be Prof Terry Marsden (Cardiff University) in the first instance. Each partner will nominate one representative and one deputy to sit on the Board.

2.3 Decision making

Decisions regarding the strategic direction of the Platform will need to be approved by a two thirds majority of the members.

Extension of or changes to the current funding arrangements should be approved by all Board members.

2.4 Meetings

The Board will meet every 2 months. Meeting venues will rotate between the campuses of each of the HEI partners. Where an urgent decision needs to be taken outside of the normal meeting timetable an emergency meeting may be called by the Chair with partners participating via Skype.

Discussions relating to Platform Governance will only be raised at meetings once every 6 months.

2.5 Responsibilities

The Board will be responsible for making all decisions relating to the strategic direction of the Platform and ongoing funding.

2.6 Delegating tasks

The details of particular areas of activity along with operational activities will be delegated to the Director and or the Thematic Working Groups as appropriate. The Board will set the terms of reference for any working group it commissions.

2.7 Reporting and monitoring

The Platform Director will produce an annual report for approval by the Board. Following approval, this report will be made publicly available via the Platform website.

The Platform staff will provide full secretarial support. Minutes of Board meetings will be made available to Board members for comment within 10 working days of each meeting.

2.7.1 Review of the Board

Membership of the Board will be reviewed annually. Platform members will have the opportunity to propose new representatives or keep existing representation. The Chair will rotate between members of the Platform on an annual basis.