

SSC Steering Group Meeting

Date: 28th November 2024 09:00-10:00 (BST)

Attendees: 10 attendees (8 Steering Group, 2 Secretariat).

Summary – agenda, notes and decisions

Purpose of the meeting:

- 1) To review the 2025 SSC workplan and agree the communication plan for the wider membership.
- 2) To review the SSC Terms of Reference and Steering Group (SG) Terms of Reference.

1. 2025 Workplan Review

- The 2025 workplan was well-received and agreed overall by Steering Group members.
- There will be a focus in Q1-Q2 of 2025 on finalisation of the Codes as well as the Guidance. In Q3-Q4, the workplan will prioritise implementation support for members, including communication of the finalised Codes and how members should implement these.
- SG members discussed how to balance resource allocation in 2025 on the different aims.
- The Secretariat outlined proposed new Working Groups for 2025 in the workplan, as well as the continuation of some existing Working Groups. This was agreed upon by the members of the Steering Group.
- Budget was outlined in the workplan for the creation of a complaints mechanism as well as SSC governance review.

2. Communication of Workplan to Members

- It was agreed to send an executive summary email outlining the workplan to members by the end of December.
- A 30-minute webinar will be planned for early January to present details of the workplan and for any questions from SSC members. The webinar will be recorded for any members who cannot attend.

3. Terms of Reference (ToR) Review

- Both revised ToR were agreed with minor amendments.
- For the overall ToR, it was decided to re-word the 12-month implementation commitment for new members to adopt the Codes to improve clarity.
- It was clarified that the expectation is 75% attendance of SG members to the four quarterly meetings throughout the year. It was agreed to amend the text on the SG ToR to clarify this.
- The SG considered a rolling Chair system versus a permanent Chair. It was noted that it had been discussed previously that a permanent Chair was preferable but no current SG member had availability to perform this role. It was decided that both options should be added to the SG ToR to allow for either method going forward.
- The SG debated the merits of current rolling Chair system vs. potential "head of SSC" role. Resource constraints were noted as a limitation for significant structural changes in 2025. It was agreed to continue to use the rolling Chair mechanism for another year and to revisit the topic in future governance discussions, potentially for 2026.