

CSAF SUB-GROUPS COMMON TERMS OF REFERENCE

Purpose

The CSAF Sub-Groups will support and advance the work of the CSAF. They will take forward the key strands of work identified by the Forum as necessary to fulfil its tasks to make recommendations for addressing problems arising from the economic crisis.

Powers

The sub-group is completely informal and advisory.

Role of the Sub-Group Chair(s)

The Chair(s) of each sub-group is responsible for:

- Agreeing the work programme of each sub-group.
- Agreeing the frequency and location of meetings.
- Reporting on the work of the sub-group to the CSAF.
- Evaluate and report on the on-going need for the sub-group.
- Providing administrative support to the sub-group.

Membership of Sub-Groups

Members of the CSAF may nominate themselves for membership of any of the six sub-groups through application to the First Minister and deputy First Minister. Individuals or groups who are not represented on the CSAF may apply to OFMDFM for membership of sub-groups. This application will be considered and agreed by the First Minister and deputy First Minister and the Chairs of the relevant sub-group.

Winding Up of Sub-Group

The Chair(s) of each sub-group will keep under review the on-going need for the sub-group to meet. In circumstances where the Chair(s)'s conclude that the sub-group's task is complete a final report on its work will be made to CSAF with a recommendation to stand down the group. The final decision to

terminate any sub-group will be taken by the First Minister and deputy First Minister.