



ITSB Chair's Action Governance February 2018

Chair's action

Whilst the majority of approvals will be made at Board meetings, there may be rare occasions where this is not possible.

The Chair of ITSB has delegated authority to act between scheduled meetings on:

- Items of routine business that would not normally merit discussion at the meeting.
- Matters relating to the implementation of decisions which have already been approved at previous meetings.
- Issues which arise that, in the view of the Chair, are too urgent and important for consideration to be deferred until the next scheduled meeting.

In such cases, the Chair shall have delegated authority to take action which may take the form of:

- Consulting with ITSB members by email correspondence
- Calling an extraordinary ITSB meeting between scheduled dates
- Taking Chair's action on routine matters.

Where the Chair has exercised delegated authority, a written report of the action taken will be presented at the next scheduled meeting and formal endorsement of the action, or otherwise, will be requested.