**Primary Authority User Group – Terms of Reference**

 4 Jan 2017

**Purpose**

The Primary Authority User Group (PAUG) is made up of both businesses, local authorities (primary authorities) and co-ordinators currently participating in the Primary Authority scheme.

The PAUG will:

* Provide experience of operating Primary Authority in practice;
* Work with the network of Expert Panels and other forums with an interest in Primary Authority, to consider key issues of relevance to the scheme;
* Provide valuable input into the future shape of the Primary Authority scheme to benefit the regulatory system as a whole;

**Aim**

To provide a forum to enable Regulatory Delivery to engage with experienced users of the Primary Authority scheme to shape its future development.

Particular areas of interest and activity include:

1. Identifying, evaluating and disseminating best practice regarding the use of existing Primary Authority tools;
2. Liaising with Regulatory Delivery, the network of Expert Panels and other forums with an interest in the Primary Authority scheme, to identify, recommend and evaluate improvements and amendments to the scheme;

Through the Regulatory Delivery secretariat, the PAUG will monitor its relationship with any similar groups or networks and establish liaison arrangements as appropriate.

**Proposed working arrangements**

The PAUG will meet up to four times per year, usually in Birmingham or London (or hosted by a PAUG member), and will be chaired by Regulatory Delivery, which also provides secretarial support.

Links between Regulatory Delivery’s reference panels will be transparent and dialogue between them will be enabled through joint meetings or through discussion of common agenda items, as appropriate. Currently there is just one panel: the  Business Reference Panel

In between meetings, the Panels may communicate via email correspondence.

**Membership**

Applications for membership of the PAUG were invited from all businesses and Primary Authorities within the scheme as at January 2012.

Final membership of the group was based upon the need to ensure a mix of experience amongst Primary Authority businesses from different sectors, of different sizes, partnered with a mix of experience from unitary and two tier local authorities. Membership is based on a nominated individual from an organisation.

**Review**

The terms of reference for the PAUG (and its membership) will be reviewed every two years to ensure that it is fulfilling its objectives and that its working arrangements are fit for purpose.