

**RESOURCES COMMITTEE**

**TERMS OF REFERENCE**

**1 CODE OF CONDUCT**

All Members are required to adhere to the Code of Conduct as set out in the Good Practice Guide for Governors.

**2 AUTHORITY OF THE COMMITTEE**

The Committee is an advisory committee with delegated authority from the Board to investigate and review any activity within its terms of reference with subsequent recommendations to the Board.

**3 DUTIES OF THE COMMITTEE**

- (i) To ensure that the Governing Body is kept fully advised and informed on key issues of the University's Financial, Human Resources and Estates management.
- (ii) To ensure that plans and strategies are in place to accord with objectives of the University.
- (iii) To monitor financial performance against budgets approved by the Board.
- (iv) To ensure that the University revenue and capital budgets are prepared in accordance with approved plans and in accordance with the Funding Council requirement that financial solvency is maintained. To allow the Key Performance Indicators (KPI's) to be circulated to members of the Committee to allow the monitoring of the cash position to be included as a formal item and for that to be reported to the Board of Governors.
- (v) To monitor performance and approve appropriate strategic human resource initiatives.
- (vi) To determine key performance indicators (KPIs) for Human Resource, Estates and Financial activities of the University.
- (vii) To monitor the performance of the Estates Strategy and function including contracts and tenders for work and services.
- (viii) Subject to (ix) below, to work within a schedule of business approved by the Board of Governors and to make recommendations on issues to the Board as appropriate.
- (ix) To work upon and/or monitor such other action on behalf of the Board in relation to the University's Financial, Human Resources and Estates

management as may be approved and required by the Board from time to time.

#### **4 MEMBERSHIP**

- Three Independent Members of the Board who are not staff or student members or members of the Audit Committee
- The Chair of the Board
- The Vice Chancellor

#### **5 QUORUM**

The quorum is 3 to include at least 1 independent member.

#### **6 APPOINTMENT OF CHAIR**

The Chair shall be appointed by the Board for a term of two years and, subject to the approval of the Board, may be re-appointed for a subsequent term.

#### **7 FREQUENCY OF MEETINGS**

Meetings shall take place as and when required by the Board.

#### **8 ATTENDANCE AT MEETINGS**

The Assistant Vice Chancellor (Resources), the Director of Human Resources and any other staff will be invited to meetings as the Vice Chancellor may nominate for each meeting. The Clerk to the Governors shall service all meetings of the Committee.

#### **9 COMMITTEE REPORTING**

The minutes of each meeting will be circulated in accordance with the Good Practice Guide on 'Minutes' (para 1.25 to 1.29), 'Implementation of Decisions' (para 1.30) and 'Approval of Minutes' (paras 1.31 to 1.33).

#### **10 REVIEW**

The Terms of Reference of the Committee shall be reviewed by the Board of Governors at their first meeting in the academic year every year.