

LEEDS BECKETT UNIVERSITY

FINANCE, STAFFING AND RESOURCES COMMITTEE

Friday 3 November 2017

at 09:30 in Room G06, Old Broadcasting House,
City Campus

Governance and Legal Services

Leeds Beckett University, Old Broadcasting House, City Campus, Leeds LS2 9EN
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AGENDA for the meeting on Friday 03 November 2017

The twenty-first meeting of the Finance, Staffing and Resources Committee will be held on Friday 03 November 2017 at 09:30 in Room G06, Old Broadcasting House, City Campus.

09:30	Part A: Preliminary Items	Paper	Led by
A1	Apologies	Oral	Secretary
A2	Terms of reference and membership	FSR-2017-001 OPEN	C Thomas
A3	Declarations of interest	Oral	Chair
A4	Minutes of the meeting held on 30 June 2017	FSR-2017-002 CONFIDENTIAL	Chair
A5	Matters arising	FSR-2017-003	C Thomas
09:50	Part B: Strategic Updates	Paper	Led by
B1	Student Recruitment Update 2017/18	FSR-2017-004 CONFIDENTIAL	C Watts
B2	Financial Update	FSR-2017-005 CONFIDENTIAL	P Harrison
B3	Capital Expenditure Update	FSR-2017-006 CONFIDENTIAL	P Harrison
B4	Students' Union - Review of Funding	FSR-2017-007 CONFIDENTIAL	P Slee
10:30	Part C: Items for Decision or Recommendation to the Board	Paper	Led by
C1	Creative Arts Building – Development Agreement and Business Case	FSR-2017-008 CONFIDENTIAL	P Smith
C2	Annual Sustainability Assurance Report	FSR-2017-009 CONFIDENTIAL	P Harrison

C3	Draft Financial Statements for the year ended 31 July 2017	FSR-2017-010 CONFIDENTIAL	P Harrison
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11:10	Part D: Human Resources	Paper	Led by
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D1	Human Resources Update	FSR-2017-011 CONFIDENTIAL	J Maughan
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D2	Staff Survey 2017	FSR-2017-012 CONFIDENTIAL	J Maughan
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D3	Staff Disciplinary Procedures	FSR-2017-013 CONFIDENTIAL	J Maughan
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D4	Policy on Pension Scheme Membership Opt outs for Senior Staff	FSR-2017-014 CONFIDENTIAL	J Maughan
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D5	Health & Safety Update	FSR-2017-015 CONFIDENTIAL	J Maughan
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12:00	Part E: Estate & Infrastructure	Paper	Led by
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E1	Capital Programme Update – Delivery of Projects	FSR-2017-016 CONFIDENTIAL	P Smith
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E2	Carnegie Teaching and Research Building - Business Case and Enabling Works	FSR-2017-017 CONFIDENTIAL	P Smith
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12:15	Part F: Other Matters	Paper	Led by
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F1	Insurance Arrangements 2017/18	FSR-2017-018 CONFIDENTIAL	P Harrison
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*	F2	Letting of Contracts	FSR-2017-019 CONFIDENTIAL	P Harrison
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*	F3	Schedule of Business 2017/18	FSR-2017-020	C Thomas
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F4	Other Urgent Business		Chair
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F5	Date of Next Meeting: 12:30 on Friday 02 February 2018, in Room G07, Old Broadcasting House, City Campus		
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■ Shaded items indicate that the Committee is being asked to make a decision.

*Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate

Terms of Reference & Membership 2017/18

Executive Summary

This paper presents the current terms and reference and membership of the Finance Staffing & Resources Committee ('FSRC').

The terms of reference were last reviewed at the FSRC meeting held on 30 June 2017. The Committee agreed that it had fulfilled its role and remit in accordance with the terms of reference and no amendments were made to them.

Since its last meeting on 30 June 2017, the following changes to FSRC membership have occurred:

- Jean Dent was appointed Chair of the FSRC on 29 September 2017. This role was previously held by Les Everett.
- Jenny Ryatt and Professor Nicki Latham joined the FSRC as independent governors with effect from 1 September 2017.
- Shakeel Meer stood down from the position of co-opted member in July 2017.
- The vacancy for a staff governor will be filled now that the complement of staff governors on the Board is complete.

Action Requested

The terms of reference and membership of the FSRC 2017/18 are **for information**. The Committee is invited to note these documents.

Author

Name: Rachel Bradford
Job title: Governance Services Manager
Date: 19 October 2017

Approval Route

October 2017 *Caroline Thomas, Deputy Secretary & Registrar (Governance & Legal)*

Finance, Staffing and Resources Committee Constitution 2017/18

Note: references in square brackets are to the Financial Regulations [FR] and the Articles of Government [AoG].

Terms of Reference

- 1 The Finance, Staffing and Resources Committee is responsible for:
 - (a) advising the Board on financial strategy, and the solvency of the institution and the safeguarding of its assets, and for strategic oversight of budget and resource management;
 - (b) advising the Board on human resources strategy, and for strategic oversight of staffing matters;
 - (c) advising the Board on strategies relating to the estate, capital expenditure and to other infrastructure, and for strategic oversight of related matters; and
 - (d) monitoring the University's compliance in relation to legal and regulatory frameworks, as set out in the Board's Compliance Reporting Framework from time to time.

- 2 In exercising its responsibilities, the Committee has authority:

Finance

- (a) to consider the proposed annual revenue and capital budgets and longer-term projections, and to make recommendations to the Board regarding their approval; [FR: C34]
- (b) to consider the management accounts, and to advise the Board regarding the financial performance and solvency of the institution; [FR: B2]
- (c) to consider the draft annual financial statements, and to make recommendations to the Board regarding their approval; [FR: C18]
- (d) to oversee the implementation of the financial strategy, and to make recommendations to the Board regarding its approval, development and review;

- (e) to approve the treasury management policy, and to oversee its implementation, development, and review, including the appointment and review of any cash investment management services; [FR: C22]
- (f) to approve the appointment of bankers and professional advisers (excluding the internal and external auditors), and to oversee the review of their performance; [FR: C23]
- (g) to authorise income and expenditure contracts in accordance with the limits set out in the financial regulations; [FR: C25]
- (h) to monitor lettings of contracts; [FR: C41]
- (i) to monitor the level and collection of debt, and to authorise the write-off of individual debts in accordance with the limit set out in the financial regulations; [FR: C30 - £10,000+]
- (j) to oversee the operation of University trust funds in accordance with the terms of the trust and applicable legislation; [FR: C68]
- (k) to approve the institution's insurance arrangements; [FR: C69]
- (l) to approve the establishment and dissolution of companies wholly or partly owned by the University, including the University's equity holding, and to periodically monitor the financial operation of such companies; [FR: C75 & C77]
- (m) to approve the annual block grant allocated to Leeds Beckett Students' Union Ltd and to receive its audited financial statements; [FR: C83]

Staffing

- (n) to oversee the implementation of the human resources strategy, and to make recommendations to the Board regarding its approval, development, and review;
- (o) to approve the safety, health, and wellbeing policy, and to oversee its implementation, development, and review;
- (p) to approve the equal opportunities policy, and to oversee its implementation, development, and review; [AoG 8.1]
- (q) to approve the framework for the pay and conditions of service of all staff other than the Vice-Chancellor, the Clerk, the Deputy Vice-Chancellor(s), and any other holders of senior posts; [AoG 3.1e]]

- (r) to approve the policies and procedures for the appointment, assignment, grading, appraisal, suspension, and dismissal of all staff other than the Vice-Chancellor, the Clerk, the Deputy Vice-Chancellor(s), and any other holders of senior posts; [cf AoG 3.2d) and AoG 8.5]
- (s) to approve policies and procedures relating to the conduct of staff and the consideration of staff grievances; [AoG 9.1, 11.1]
- (t) to advise the Board and the Vice-Chancellor on employee relations matters as appropriate;

Estates, Capital Expenditure and Infrastructure

- (u) to oversee the implementation of strategies relating to estates and other infrastructure, and to make recommendations to the Board regarding their approval, development and review;
- (v) to consider strategic issues relating to the management of the estate and other infrastructure, including carbon management, space usage, and the long-term maintenance and development programmes;
- (w) to review the affordability of the capital budget and make recommendations to the Board; [FR: C34]
- (x) to approve any in-year changes to the size of the capital budget and make recommendations to the Board; [FR: C34]
- (y) to approve discrete capital projects estimated to cost between £1.5 million and £10 million over the life of the project, and to make recommendations to the Board in respect of such matters where the estimated cost over the life of the project exceeds £10 million. [FR: C34]
- (z) to approve any proposed changes of more than £1.5 million, or 10%, in the size of a previously agreed project.
- (aa) to authorise the acquisition or disposal of property, or the execution of long-term property commitments, the value of which is between £1 million and £10 million, and to make recommendations to the Board in respect of such matters where the value exceeds £10 million;

Other matters

- (bb) to consider any other matter(s) referred by the Board or the Vice Chancellor;

Membership profile

- 3 The membership profile of the Committee shall consist of up to eight independent members of the Board (one of whom shall chair the Committee), together with one staff member of the Board and one student member of the Board, and the Vice Chancellor. A quorum is 5.

Last updated: 24 June 2016

Approved by the Board of Governors: 14 July 2017

Finance, Staffing & Resources Committee - 2017-2018

Membership [10]

Quorum [5]

<u>Position</u>	<u>Member</u>	<u>Expiry of term of office</u>
Independent Governor	Jean Dent (Chair)	31/08/2020
Independent Governor	Kirsty Bashforth	31/08/2019
Independent Governor	Ann Bishop	31/08/2020
Independent Governor	Andy Brown	31/08/2018
Independent Governor	Professor Nicki Latham	31/08/2020
Independent Governor	Steven Webb	31/08/2018
Student Governor	Megan Robinson	30/06/2018
Independent Governor	Jenny Ryatt	31/08/2020
Vice Chancellor	Professor Peter Slee	n/a
Staff Governor	Vacancy	TBC

Schedule of business 2017/18

Executive Summary

The schedule of business for the Finance, Staffing and Resources Committee (FSR) 2017/18 is attached, based on the University's business cycle.

Members of the Committee will have the opportunity to add or amend the schedule at each meeting and between meetings in consultation with the Chair.

Recommendation

The Committee is asked to note the current schedule of business for 2017/18 and to add or amend it as necessary in response to the discussion and priorities identified at the meeting.

Appendices

FSR - Schedule of Business 2017/18

Author

<i>Name</i>	Caroline Thomas
<i>Job title</i>	Deputy Secretary and Registrar, Governance & Legal
<i>Date</i>	19 September 2017

Finance, Staffing & Resources Committee – Schedule of Business 2017/18

03 November 2017 Deadline: 19 October 2017	02 February 2018 Deadline: 18 January 2018	23 March 2018 Deadline: 8 March 2018	15 June 2018 Deadline: 31 May 2018
Draft financial statements 2016/17*	SU financial statements 2016/17*	Tuition Fee rates 2019/20*	Financial forecast*
Insurance arrangements 2017/18	Equality and Diversity Strategy	HEFCE's Annual Assessment of Institutional Risk	Draft annual revenue and capital budgets 2018/19*
Student Recruitment update	Annual Health & Safety Audit Report*	Student Applications update	Student Applications update
Capital Programme Delivery Update Creative Arts Building – Development Agreement Review of Final Business Case (a) Creative Arts Centre (b) Carnegie Teaching and Research Building	Student Recruitment update	Capital Programme Delivery	Capital Programme Delivery
Staff Survey Staff Disciplinary Procedures Pension Opt-Out (TBC)	Capital Programme Delivery		Equality and Diversity Annual report
Annual Sustainability Assurance Report*	IT Strategy Implementation - Update		Students' Union – Grant funding 2018/19*
Students' Union Review and Funding – Update from University perspective			Safety, Health and Wellbeing Policy Review*
Standing items (as necessary)			
Financial update (each meeting)			
Capital Expenditure Update			
Estates update			
HR update			
Safety, Health & Wellbeing Update (Including update on audit action plan)			
Letting of contracts (starred item)			
Schedule of Business 2017/18 (each meeting)			

* recommendations on to the Board of Governors