



Constitution of the Committee

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

**references to FR are based on version 14 (the most recently published version at the present date)*

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: C5]
- (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: C12.2]

- (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: C16.1]
- (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: C17]
- (g) to authorise income and expenditure contracts in accordance with the limits set out in the financial regulations; [FR: C19.4]
- (h) to monitor lettings of contracts;
- (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: C23.3 £10,000+]
- (j) to approve the institution's insurance arrangements; [FR: C59]
- (k) 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]
- (l) to approve the annual block grant allocated to Leeds Beckett Students' Union Ltd and to receive its audited financial statements; [FR: C70]

Staffing

- (m) to oversee the implementation of the human resources strategy, and to make recommendations to the Board regarding its approval, development, and review;
- (n) to approve the safety, health, and wellbeing policy, and to oversee its implementation, development, and review;
- (o) to approve the equal opportunities policy, and to oversee its implementation, development, and review; [IoG 8.1]
- (p) 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)]

- (q) 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;
- (r) to approve policies and procedures relating to the conduct of staff and the consideration of staff grievances; [AoG 41]
- (s) to advise the Board and the Vice-Chancellor on employee relations matters as appropriate;

Estates, Capital Expenditure and Infrastructure

- (t) 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;
- (u) 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;
- (v) to review the affordability of the capital budget and make recommendations to the Board; [FR: C5]
- (w) to approve any in-year changes to the size of the capital budget and make recommendations to the Board; [FR: C5]
- (x) 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: C28]
- (y) to approve any proposed changes of more than £1.5 million, or 10%, in the size of a previously agreed project.
- (z) 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

- (aa) 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 4, which must consist of 3 independent governors.

Last updated and approved by the Board of Governors: 13 July 2018