

Byelaw F - Subcommittee Terms of Reference

Appendix 1

Byelaw F: Board of Trustees Subcommittees

1. Purpose

This Byelaw has been established to provide further details regarding the operation of subcommittees of the Board of Trustees, under Article 11 of the Constitution. These Subcommittees are established under the following principles:

- i. The quorum for all subcommittees will be half of the voting members.
- ii. All subcommittees will sit in good time before full meetings of the Board.
- iii. The Chief Executive will nominate a staff member to act as Secretary to each subcommittee.
- iv. The Board will review all subcommittees every two years.
- v. The subcommittees established under this Byelaw are not definitive. The Board has the power to establish further subcommittees.
- vi. The calendar of business for each subcommittee is approved annually by the Board.

2. Finance, Staffing and Risk Committee

The Finance, Staffing and Risk Committee has power to:

Finance powers and duties

- i. Agree and review the budgeting, reserves and investment policies
- ii. Recommend the annual budget for approval by the full Board
- iii. Receive and scrutinise management accounts
- iv. Undertake detailed scrutiny of significant expenditure proposals (including grants to student groups) within the Scheme of Delegation, approve proposals, and monitor their implementation

Staffing powers and duties

- i. Approve human resource policies, including the overall terms and conditions of employment for staff
- ii. Approve the organisational pay award structure and ensure the fair administration of retention pay awards
- iii. Receive the results of staff engagement activity, agree action and oversee success
- iv. Approve any substantive variation in senior staffing structure, and receive reports on variation in the wider staffing structure

Risk powers and duties

- i. Approve health, safety and risk management policies
- ii. Undertake review of high risk projects, for report to the full Board
- iii. Agree and execute the process of appointing financial auditors, for approval by the full Board
- iv. Monitor progress against the annual audit findings
- v. Receive and monitor an annual statement of legal compliance

General powers and duties

- i. Submit summary notes of the sub-committee meeting to Board to note.

Membership

- i. President (Chair).
- ii. One other Full-time Officer
- iii. Two External Trustees
- iv. One Student Trustee
- v. Chief Executive (non-voting).
- vi. Other members of senior staff, appointed by the Chief Executive (non-voting).

Quorum

The quorum for this committee requires at least one Full-time Officer and at least one External Trustee.

The quorum is half of the voting members.

3. Appointments and Remuneration Committee

The Appointments and Remuneration Committee has power to:

- i. Search for, recruit and appoint the Chief Executive, External and Student Trustees, subject to approval by the full Board.
- ii. Review the remuneration of, and terms and conditions of employment for, the Officer Trustees and the Chief Executive.
- iii. Undertake the annual appraisal and performance management process for the Chief Executive, for report to the full Board.

General powers and duties

- i. Submit summary notes of the sub-committee meeting to Board to note.

The Appointments and Remuneration Committee will act with regard to the general pay, terms and conditions of employment, and recruitment practices established by the Finance, Staffing and Risk Committee.

Membership

- i. President
- ii. The Vice Chair of the Board, an External Trustee (Chair)
- iii. One Student Trustee

Quorum

The quorum for this committee requires at least one Full-time Officer and at least one External Trustee.

The quorum is half the voting members.

4. Management Committee

The Management Committee has power to:

- i. Consider important tactical issues which are timely or sensitive, and to identify opportunities and solutions for advancing the Objects and strategy of Union.
- ii. Consider and approve detailed guidance for the good management of the Union.
- iii. Discuss the development of the Union's budgets, strategic plan, operational plans and specific objectives, monitor progress against the budget, plans and objectives, and propose action to the Board.
- iv. Receive, consider and propose action arising from the management accounts.
- v. Consider other matters referred to it by the policy making process, or Board and its Committees.

Membership

- i. The Full-time Officers
- ii. The Chief Executive (Chair) (non voting).
- iii. Senior staff, appointed by the Chief Executive (non voting)

Quorum

The quorum for this committee requires at least two Full-time Officers.