

**Keele SU  
Committee Terms of Reference**

<b>Committee Name</b>	<b>Finance, HR &amp; Compliance (Sub-committee of Trustees)</b>
<b>Committee Purpose</b>	<p>On behalf of the Trustee Board, to monitor and action plans, policies and processes, and to review results, relative to matters of SU finance, human resources and governance compliance.</p> <p>This committee shall serve the functions of the 'Finance Committee' as set out in the Constitution.</p>
<b>Committee Membership</b>	<p>Min. 2 x Officer Trustees, to include the Chair of Trustees Min. 1 x External Trustee (Chair of sub-committee) Min. 1 x Student Trustee</p> <p>University HR and Finance support staff may be invited to attend and advise.</p>
<b>Quorum</b>	<p>3 members, to include at least 1 x Officer Trustee and 1 x External Trustee</p> <p>In attendance: CEO, Head of Finance &amp; Resources, Head of Social Enterprises, Leadership &amp; HR Support Assistant</p>
<b>Terms of Reference Effective as of;</b>	1 <sup>st</sup> March 2018
<b>Review Date;</b>	After 12 months, then every 3 <sup>rd</sup> year thereafter
<b>Accountable to</b>	Trustee Board
<b>Responsible for</b>	Effective scrutiny and approval of high-level budgets, management accounts, HR policies, charity governance compliance and actions plans arising.
<b>Meeting Schedule</b>	Twice annually, to align with the audited accounts, budget and staff engagement survey cycles, most likely (November/December and May/June)
<b>Activities</b>	<p>To consider, scrutinise, review, approve or otherwise have oversight of;</p> <ul style="list-style-type: none"> <li>- Annual budget</li> <li>- Audited Accounts and management actions arising</li> </ul>

	<ul style="list-style-type: none"> <li>- High-level HR policies</li> <li>- Staff Engagement survey results and action plans</li> <li>- Governance compliance (to include Charity Law, Code of Practise, data protection), register and action plans</li> </ul>
<b>Standing Items</b>	Management Accounts Staff Engagement Action Plan Compliance Register

### Committee Cycle of Business: Finance, HR & Compliance

	<b>Indicative Activity</b>
January	
February	
March	
April	Audit management letter action plan progress Staff engagement survey results Budget planning Year-end forecast Quarterly data audit report
May	
June	
July	
August	
September	
October	
November	
December	Audit management letter and action plan Staff engagement action plan progress Good governance guide review Reserves Review Quarterly data audit report