

# INFRASTRUCTURE AND FINANCE COMMITTEE

## TERMS OF REFERENCE 2020/2021

### Purpose of the Committee

The purpose of the Committee is to support and guide the delivery of the University's ambitions by providing high-level scrutiny, giving constructive advice and making decisions that have a strategic impact upon the University's infrastructure and finances.

The Committee will take a "whole system" approach and will integrate and dovetail its activities to ensure that it explores and considers all aspects of infrastructure and finance holistically, taking full account of the connectivity, synergy and mutual dependency of all the activities within its remit.

The Committee will be proactive and innovative in the way that it seeks to add value to the University's success and to the continued attainment of its strategic objectives.

### Membership

The membership of the Committee shall consist of the following core members:

Normally up to eight external Governors appointed by and from the Board of Governors  
Chair of the Board of Governors (*ex officio*)  
Vice-Chancellor (*ex officio*)

#### In attendance:

Staff Governor (Academic Council nominated)  
UPSU Sabbatical Officer  
Staff Representative  
Deputy Vice-Chancellor and Chief Operating Officer  
Executive Director of Finance

#### By invitation:

Director of Estates and Campus Services  
Director of Information Services/ Chief Information Officer  
Deputy Director of Finance

Other governors may be co-opted to participate in specific decisions or discussions either by prior decision of the Board of Governors or by invitation of the Chair.

Members of staff and third parties may be invited to attend meetings by agreement with the Chair.

### Quorum

The quorum shall be 40% of the membership of whom more than half shall be independent members.

## Terms of Reference

1. To consider and review the control and management of the University's infrastructure and financial affairs from a "whole system" perspective, and to advise the Board of Governors on any matters that relate to the sustainability of the University's finances and the safeguarding of its assets. This should include the University's broader financial activity, to include the monitoring of the use of cash balances and investment performance.
2. To review, scrutinise, monitor and recommend to the Board of Governors:
  - (a) The annual budgets and annual financial statements of the University
  - (b) The Estate Masterplan and the IT Strategy, and any major amendments to these Strategies on a periodic basis
  - (c) Proposals and contract awards relating to the estate, including the acquisition, lease, construction and disposal of land and buildings by or to the University as required by the Financial Regulations
  - (d) To periodically consider, review and approve the Student Accommodation Strategy and University Environmental Policy
3. Under delegated authority from the Board of Governors to:
  - (a) Approve financial and accounting policies and mandatory returns in accordance with the Financial Regulations and the requirements of funding and regulatory bodies.
  - (b) Receive the proposed budget and annual audited accounts from the Students' Union in partial fulfilment of the University's duty to 'take steps to ensure that the Students' Union is accountable for its finances'.
  - (c) Approve a Financial Memorandum (part of the Code of Practice between the University and Students' Union as required by The Education Act 1994).
  - (d) Undertake any other duties as may be delegated.
4. To track and respond to the strategic resource implications of current and planned student recruitment.
5. To receive regular progress updates on infrastructure and finance related projects from the governor members of the relevant project boards.
6. To assure itself that the individual and collective risks associated with the activities and projects that fall within its remit are being effectively identified, managed and mitigated.
7. On a periodic basis, to critically reflect upon its effectiveness as a committee and the value-added contribution that it makes to the delivery of the University's strategic objectives.

## **Conduct of Business**

The Committee may conduct its business via any communication method that is deemed suitable by its Chair and/or Clerk.

## **Frequency of Meetings**

The Committee should meet at least four times per annum.

## **Clerking**

The office of the Clerk to the Board of Governors will be responsible for the organisation of meetings, facilitating communication and for the provision of clerking services to the Group.

## **Records of Decisions**

Formal minutes shall be taken of all meetings and are available to all governors.

## **Amendments to the Terms of Reference**

Amendments to the membership and terms of reference of the Committee may be proposed by any governor at any time but shall only be formally approved by the Board of Governors.

## **Review of the Terms of Reference**

The membership and terms of reference of the Committee shall be formally reviewed on an annual basis by the Board of Governors.