Bye Law 7

Trustee Sub Committees

Purpose: This Bye Law outlines the different Sub Committees of the Trustee Board

1. List of Sub Committees and their administration

1.1. There shall be the following sub committees:

1.1.1. Executive Committee whose terms of reference and membership are set out elsewhere in these Bye-Laws

1.1.2. Appointments and Governance Committee

1.1.3. Finance and Risk Committee

1.1.4. HR and Employee Engagement Committee

1.2. The quorum for all committees other than the Executive Committee shall be at least half of the appointed members to that committee and must include 2 Trustees including the chair where appropriate.

1.3. They shall report to the Trustee Board following each meeting.

1.4. All committees shall propose a chair from among their voting members who will appointed by the Trustee Board and who may be removed from this position by the Trustee Board.

1.5. All committees shall appoint a Secretary who may be from among their member or may be a member of staff of the Union.

1.6. Non-trustee members shall be recruited to compliment the mix of skills of the Committee's Trustee Members. Their appointment shall be via an external recruitment and selection process. The Board of Trustees shall confirm the number of external members for each Committee;

1.7. Committees may expect to benefit from any reasonable financial or staff resources necessary to achieve their objectives, within the overall resource constraints and annual budget of the Union.

1.8. Committees shall be expected to create and regularly monitor a set of regulations that shall include an annual schedule of activity to ensure Committee members are given sufficient opportunity to prepare presentation, workshops or reports and to servce the Committee effectively.

1.9. Where appropriate a Committee may wish to delegate responsibilities to its Chair or another member. When doing so the committee shall be mindful of the Union's obligations to its Articles of Association, these Bye-Laws, any direction provided by the Committee or the Board of Trustees and any Scheme of Delegated Authority that may be in place from time to time.

2. Appointments & Governance Committee

2.1. The Committee shall have delegated responsibility on behalf of the Board of Trustees to:

2.1.1. Appoint, induct, support and develop Student Trustees, External Trustees and the Chief Executive;

2.1.2. oversee the ongoing development of efforts to induct, support and develop the Officer Trustees;

2.1.3. promote good governance throughout the Union; and

2.1.4. review the Union's governance arrangements on a continuous basis and identify improvement opportunities

2.1.5. Any other such authority as delegated to it by resolution of the Trustee Board.

2.2. The Committee shall ensure that:

2.2.1. all positions on the Board are filled as quickly and effectively as is practicable;
2.2.2. the Board has the right balance of skills, knowledge, experience, background and characteristics to facilitate as effective and robust governance as possible;
2.2.3. new trustees are inducted quickly and comprehensively to enable them to fulfil their duties; and
2.2.4. areas of work within its remit are scrutinised and reviewed and shall make recommendations to the Board, as necessary.

2.3. The members shall be
2.3.1. the Chair of the Trustee Board and three other Trustees (including at least one External Trustee) appointed by the Board;
2.3.2. up to two Expert Members co-opted by the committee who shall not be Members of the Union;
2.3.3. up to two student members co-opted by the committee;

2.4. In attendance shall be the Chief Executive or their nominee who will not have a vote and will not count towards quorum

2.5. The Committee shall agree, and the Board shall confirm, one of the Committee's voting members as the Chair of the Appointments and Governance Committee.

2.6. The Committee shall meet at least once in each Academic Year.

3. Finance and Risk Committee

3.1. The Committee shall have delegated responsibility on behalf of the Board of Trustees to:
3.1.1. ensure that the Union complies with relevant legislation and regulations;
3.1.2. act in accordance with the Union's mission, vision and values;
3.1.3. ensure the Union remains solvent and is in sound financial health; and
3.1.4. analyse and manage the Union's overall risk profile.
3.1.5. Any other such authority as delegated to it by resolution of the Trustee Board.

3.2. The Committee shall:
3.2.1. promote a culture of accountability and transparency throughout the Union's operations and among its staff and officers.
3.2.2. call any investigation considered necessary and call any individual or document relevant to any such investigation in order to meet the objectives and remit detailed above.
3.2.3. scrutinise and review the areas of work within its remit and make recommendations to the Board, as necessary.

3.3. Members of the Committee have the right to ask some or all of those 'in attendance' to leave, especially during presentations by, or discussions with, the external auditors

3.4. The members shall be
3.4.1. the Chair of the Trustee Board and three other Trustees (including at least one External Trustee) appointed by the Board.
3.4.2. be up to two Expert Members co-opted by the committee who shall not be Members of the Union
3.4.3. up to two student members co-opted by the committee;

3.5. In attendance shall be the Chief Executive or their nominee and a member of finance staff chosen by the Chief Executive but they will not have a vote or count towards quorum.

3.6. A finance or risk expert who is an employee of Anglia Ruskin University may be invited to attend any meeting to discuss certain items at the discretion of the Voting Members.

3.7. The Committee shall meet at least twice in each Academic Year.

4. HR and Employee Engagement Committee

4.1. The Committee shall have delegated responsibility on behalf of the Board of Trustees to:

4.1.1. ensure the Union has a highly motivated and engaged workforce and that it excels at volunteer management;

4.1.2. approve and oversee implementation of the Union's People Strategy, which covers the Union's paid workforce and volunteers;

4.1.3. ensure that the Union's reward package is effective at attracting and retaining talented staff, whilst paying due regard to utilising the Union's limited resources as effectively as possible.

4.1.4. Set the remuneration of the Full-Time officers for the following year.

4.1.5. Any other such authority as delegated to it by resolution of the Trustee Board

4.2. The Committee shall:

4.2.1. Monitor the Union's progress against the relevant targets contained within its chosen strategy;

4.2.2. promote a culture of accountability and transparency throughout the Union's operations and among its staff and officers;

4.2.3. receive the results of any employee or volunteer engagement surveys and agree any subsequent action to be taken;

4.2.4. maintain a watching brief over the Union's pension provision, ensuring compliance with legislation and best practice; and

4.2.5. scrutinise and review the areas of work within its remit and make recommendations to the Board, as necessary.

4.3. The members shall be

4.3.1. the Chair of the Trustee Board and three other Trustees (including at least one External Trustee) appointed by the Board.

4.3.2. up to two Expert Members co-opted by the committee who shall not be Members of the Union

4.3.3. up to two Student Members.

4.4. In attendance shall be the Chief Executive or their nominee and a member of HR staff chosen by the Chief Executive. They shall not have a vote and will not count towards quorum.

4.5. An HR or employee engagement expert who is an employee of Anglia Ruskin University or any other relevant organisation may be invited to attend any meeting to discuss certain items at the discretion of the Voting Members.

4.6. The Committee shall meet at least twice in each Academic Year.