**HARPER ADAMS UNIVERSITY** **Item 02**

**FINANCE, PEOPLE & RESOURCES COMMITTEE**

**5 November 2024**

**Terms of Reference for FPR**

**Constitution**

1. The Board of Governors has 857vt(ef)-1.abl.1 (5d )-12.2BDC -13ererern G4ve1no2-8 ( ha)412.3 (s)-8 ( 857vt(o Finance People and R including the Vice-Chancellor, the Chair and the Vice-Chair of the Board of Governors. The Vic.1 (nc)-8 (l)-8.8B.9e-Cha(h)-12B8R3 (cr) 6.3 (nor) 6.3 (s Menoe cr( B)2)1 8.205 0 T 33.91 w

- 4 0 T d ( - ) T j - 0 . T j

w h e ,radvise the Board on matters relating to finance, financial procedures and matters relating to the Future Farm, People and Staffing and other resourcing and general purposes functions of the University as laid out in point 4 below

4. The Committee is authorised to determine matters relating to the following:

   Finance
   Staffing
   Future Farm
   Estates
   IT
   Sustainability
   Subsidiaries of the University

   The Committee may seek, from other University committees, information necessary for the proper performance of its duties.

5. The Committee is not empowered to approve annual estimates of income and expenditure or the annual financial accounts because these matters are the responsibility of the Board of Governors. The Committee must, however, ensure that these matters are adequately monitored and that the information provided to the Board is accurate and complete.

**Duties**

6. The duties of the Finance People and Resources Committee shall be:

**Financial matters**

a) to ensure that annual estimates of income and expenditure and annual financial accounts are prepared for approval by the Board of Governors

b) to ensure that financial performance against annual estimates of income and expenditure are adequately monitored on behalf of the Board of Governors, that statements of financial performance are presented to the Board on a regular basis and that appropriate action is taken on matters raised as a consequence of such reports

c) to oversee the production of long-term revenue and capital financial forecasts for incorporation in the University's corporate planning exercises

d) to ensure that clear policies are in place on treasury management, investment management, risk management and insurance, debt collection, the claiming of grants and other financial processes and that these policies are periodically reviewed

e) to ensure that the University's financial regulations remain up to date and relevant to the needs of the University

f) to undertake any other finance or related review or activity requested by the Board of Governors

**People, resources and general matters:**

**Staffing**

h) to establish a framework for the appointment, assignment, grading, appraisal, promotion, supervision, discipline, dismissal and determination of pay and conditions of service of staff other than senior University staff, such framework to be implemented by the Vice-Chancellor

i) to make recommendations to the Board as required relating to the delegated authority limits of Remuneration Committee

i) to establish a framework fort4 (a)-1 a ft3 (k)-8.1oard(ng18.807(nt)-1.1 )]TJ-0.002 Tchy

**Attendance at meetings**

7. The University's Chief Financial Officer will normally attend meetings of the Committee