**TERMS OF REFERENCE FOR GTCNI FINANCE AND GENERAL PURPOSES COMMITTEE (F&GPC)**

**MEMBERSHIP**

The members of the F&GP Committee are:

* Dr Graham Gault, Shaunagh Lambe, Emma Loughridge, Catherine McBride, Sonia McGowan, Keith Smith
* Chair of Council (ex-officio)
* Vice-Chair( ex-officio)

The F&GP Committee will be provided with a secretariat function by the Executive Team

The appointment to the offices of Chair and Vice Chair for Committees will be decided by members of said Committee by a majority vote. The term of office of Chair and Vice Chair of Council Committees shall be as determined by the Committee and be for a minimum period of two years.

**REPORTING**

The F&GP Committee will formally report to the Council and the Accounting Officer after each meeting (which may take the form of a report along with the minutes of the meeting). Minutes of such meetings will be circulated to Council Members beforehand (Corporate Governance Framework Standing Orders paragraph 5.1)

**RESPONSIBILITIES**

The Committee has a key governance and advisory responsibility, holding the Executive Team to account for areas within its remit and to provide the necessary assurances to the Council. The F&GP Committee will oversee the Council’s planning & operational processes encompassing:

1. **Planning Processes**
	* 1. Corporate and Business Plans
		2. Annual Report and Accounts
		3. Register of Interests
2. **Financial Procedures**
	* 1. Financial Memorandum Compliance
		2. Review of key business cases
		3. Procurement and Contract Management
		4. Budget approval
		5. Annual Report and Accounts
		6. Management Accounts
		7. Taxation and Charitable status
3. **Accommodation and Resources**

* + 1. Office Accommodation
		2. Fixed assets
		3. IT Resources
		4. Business Continuity Planning
1. **Policy Issues**
	* 1. All internal policies other than those relating to Human Resources
		2. The Council’s External Complaints Policy
		3. Data Protection and Freedom of Information Policy
		4. Reserves and Investment Policy
2. **Corporate Banking Arrangements**
3. **Insurances and Renewals**
4. **Gifts and Hospitality**

The Committee has oversight on matters relevant to its remit provided these are not matters reserved by the Council under paragraph 31 of Standing Orders. Any Committee decision-making in relation to budgets and expenditure is subject to the approval of the Accounting Officer.

Where a concern is raised at Committee about decision making and possible absence of Council approval, the Committee Chair and the Council Chair or Vice Chair should discuss and agree whether a referral is necessary.

**RIGHTS**

The F&GP Committee may:

1. co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience;
2. procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Council.

**MEETINGS**

The F&GP Committee will meet at least three times a year.

The Chair of the F&GP Committee may convene additional meetings, as they deem necessary.

A minimum of a third of the total members of the F&GPC Committee will be present for the meeting to be deemed quorate.

F&GPC meetings will normally be attended by the Chief Executive/Registrar and appropriate members of the Executive Team.

The F&GP Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.

The F&GP Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

The Council or the Accounting Officer may ask the F&GP Committee to convene further meetings to discuss particular issues on which they want the Committee’s advice.

**EFFECTIVENESS REVIEW**

The Committee shall annually formally review its operational effectiveness and Terms of Reference.

**INFORMATION REQUIREMENTS**

For each meeting the F&GP Committee will be provided with the following.

1. Minutes of the last meeting
2. Audit and Accounts update (where applicable)
3. Recruitment update (if applicable)
4. Management Reports

As and when appropriate the Committee will also be provided with the following.

1. Annual Report and Accounts.
2. Draft Budget report.
3. Draft Business Plan.
4. Review of banking arrangements.
5. Review of Contract Register.
6. Proposed changes to the Finance Manual and procedures.
7. Matters relating to staffing costs.
8. Proposed policy revisions