Infrastructure and Resources Committee Terms of Reference

Purpose

The Infrastructure and Resources Committee assists the Board in carrying out its responsibility for the financial sustainability of the University and the safeguarding of its assets. It is responsible to the Board for the oversight and monitoring of the strategic management of infrastructure, physical and financial resources to support the University's strategy.

1. Duties

Financial resources

1. Monitor the current financial position and performance against the current year budget by receiving the management accounts
2. Scrutinise the proposed University budget for the next year, and advise the Board on its approval
3. Scrutinise the University's financial forecasting and satisfy itself that the medium to longer-term financial plan and forecast financial performance achieve the financial sustainability of the University
4. Approve financial forecasts for submission to the Office for Students or the bond guarantor

5. Monitor the University's involvement in subsidiary companies and strategy towards them

6. Scrutinise proposals for new University companies, and investment in the share capital of other companies, and make recommendations to the Board about them (with the exception of academic partnerships which are in the remit of the People, Culture, Quality and Standards Committee)

7. Advise the Board on risks to financial sustainability and performance

8. Advise the Board on other financial matters which the Board approves (including appointment of bankers, approval of borrowing and investment)

9. Monitor compliance with the University's bond covenants and relationship with the bond guarantor

10. Refer significant financial losses to the Audit and Risk Committee

11. Monitor the University's investments and infrastructure

12. Review and approve the Transparent Approach to Costing (TRAC) return

13. Review and make a recommendation to the Board on the University's Financial Regulations

14. Review compliance with the Office for Students' Conditions of Registration section D (Financial sustainability)

Projects

15. Act as sounding board to review infrastructure and income generation projects/proposals made by the University Management Team, considering strategic fit, appropriateness of targets and contribution to sustainability. Make recommendations to the Board where these require Board approval and/or guarantor consent

16. Monitor the performance of ongoing projects against agreed targets

Physical resources and infrastructure

17. Oversee plans for the development of the University's estate and infrastructure. Satisfy itself that these support the achievement of the University's strategy

18. Monitor progress towards environmental sustainability objectives

19. Seek assurance that IT infrastructure and development, and particularly IT security, minimise risk and support the University's strategy

20. Ensure that systems are in place to allow the University to carry out its duties under the Health and Safety at Work Act, and the Corporate Manslaughter and Homicide Act. Review the adequacy of University's health and safety arrangements and report to the Audit and Risk Committee to inform its consideration of risk. Consider reports on health and safety from the University Management Team

21. Advise the Board on its approval of any lease or licence of land or premises belonging to the University for periods over seven years

Other duties

22. Monitor KPIs on any matters in Committee's remit

23. Monitor strategic risks relevant to the work of the Committee

24. Ensure appropriate policies are in place for items in the Committee's remit

25. Carry out a bi-annual assessment of its own performance

2. Authorities and Approvals

1. Approve the Financial Regulations

2. Approve the TRAC return for submission

3. Approve leases/licenses of University land over seven years

4. Approve financial forecasts for submission

3. Escalation

The Committee escalates the following for further consideration by the Board

- Significant risks to performance and/or sustainability in the areas in its remit
- Any items in its remit on which the Committee has not received adequate assurance
- Other items on which it advises the Board under these terms of reference

4. Reporting

- The Committee produces a RAG rated report of its business and any items for escalation to the next available Board meeting.
- Minutes are available to all governors

5. Membership

- Three to four members of the Board of Governors, including one independent governor
- Up to three external members with expertise in areas in the Committee's remit
- Committee members serve a two-year term of office, which is renewable up to twice for a total of six years
- Committee members are appointed and reappointed by the Nominations and Governance Committee

6. Quorum

At least half of the current number of members. At least one of those making up the quorum must be an independent governor of the University.

7. Chair

- The Committee's Chair is appointed and reappointed by the Nominations and Governance Committee following consultation with the committee.
- The Committee may choose to have a Deputy Chair, appointed and reappointed in the same way as the Chair
- The Chair and Deputy are appointed from amongst the members who are independent governors of the University
- The Chair serves a two-year term of office, which is renewable up to twice, for a total of six years

8. Attendees

The following are in attendance at the invitation of the Committee:

- Vice-Chancellor
- Chief Operating Officer
- Other University staff as appropriate to report to the Committee on their activities, including Chief Financial Officer, Executive Director of Estates and Campus Services and Chief Information Officer

Other observers at the invitation of the Chair

9. Clerking

The Clerk to the Committee is the Clerk to the Board of Governors

10. Frequency of meetings

As determined by the Committee to allow it to discharge its responsibilities. There are at least three meetings per academic year.

11. Version Control

Version	Date	Comments
1.0	30 September 2022	Approved by the Board of Governors
1.1	30 November 2022	Updates approved by the Board of Governors
1.2	19 July 2023	Addition of line 14 approved by the Board of Governors