



Active Gloucestershire Ltd
Finance and Resources Sub-Committee
Terms of Reference
Approved by the Board 19th October 2011

Purpose

To work with senior management to review regularly and rigorously all aspects of the finance, human resources and information and communications technology functions of the organisation and make recommendations to the Board as appropriate.

Responsibilities

Finance and Audit

1. Examine the latest Management Accounts, Annual Budgets, Financial Forecasts and Business Plans to provide the Board with continuing assurance of the probity and accuracy of the organisation's financial position.
2. Consider matters relating to the statutory annual report and financial statements and the external auditors' report.
3. Review at least annually the standing financial instructions, internal controls and internal audit procedures and make recommendations for changes to the Board.
4. Consider any other matters relating to the financial position of the organisation referred to it by the Board
5. Review and approve with management and the external auditors the scope of the external audit.
6. Make recommendations to the Board on the statement to be made on risk management in the statutory report accompanying the annual financial statements.
7. Discuss with management and the external auditors the contents and presentation of the statutory annual report and financial statements and the audit report, and to recommend them to the Board for approval.
8. Conduct a review of the performance of the external auditors and make recommendations to the Board on any change of external auditor.
9. Make recommendations to the Board on the appointment of internal auditors.
10. Agree the work plan for any internal auditor assignment, receive and consider reports from internal auditors and make recommendations to the Board as appropriate.



Human Resources

11. Monitor the implementation and outcomes of the staff performance appraisal scheme and make recommendations to the Board as appropriate.
12. Conduct the annual pay review and make recommendations to the Board as appropriate. Should this mention staff benefits?
13. Receive regular reports on staff turnover, sickness and other appropriate data and make recommendations to the Board as appropriate.
14. Review the outcomes of the annual staff satisfaction survey and make recommendations to the Board as appropriate.
15. Monitor and evaluate the implementation of the staff development scheme.
16. Review the staff handbook and policies and procedures at least annually and make recommendations for changes to the Board.

Information and Communications Technology

17. Review the organisation's ICT strategy, policies and procedures at least annually and make recommendations to the Board as appropriate.

Delegated Authority

18. The committee has no delegated authority beyond that explicitly set out in these terms of reference.

Composition

19. The committee will consist of three members of the Board nominated by the Board. The quorum will be two Board members of the committee.
20. The Chairman of the committee will be appointed by the committee and shall not be the Chairman of the Board.
21. All Board members have the right to attend meetings of the committee.

Meetings

22. The committee will meet at least six times a year. All members of the Board will receive copies of papers and minutes. Do they really want all the papers?
23. The Chief Executive and / or the Assistant Chief Executive will attend meetings of the sub – committee and provide the secretarial function.