

Introduction

1. General Provisions

- 1.1 The Board of Trustees may appoint committees as it sees fit.
- 1.2 The Trustee Board shall manage the business of the board as a collective where possible. However the board is able to call the following sub-committee meetings as needed.
- 1.3 The establishment of a new committee shall be agreed at a meeting of the Board of Trustees which shall provide a clear remit, the extent of delegated authority and the composition of the committee.
- 1.4 All committee meetings must be minuted.
- 1.5 All committee meetings must be reported to the Board of Trustees, including any decisions and recommendations made.
- 1.6 All Officer Trustee members of committees shall wherever possible be determined at the first meeting of the Board of Trustees attended by new Officer Trustees, and shall serve for the full year. Other Officer Trustees may attend meetings but voting rights cannot be transferred except by a motion of the Board of Trustees.
- 1.7 External Trustee who serve on Committees should whenever possible serve continuously for consecutive years within their term of office, to provide year-to year continuity.
- 1.8 The Secretary of all committees will be the Chief Executive of AberSU or their nominee, who will attend all meetings when available along with any other relevant AberSU staff.

2. Appointments and Governance Committee

- 2.1 The Appointments and Governance Committee can assist the board by taking responsibility for identifying, and proposing external trustees as well as the induction, support and development of all Trustees. The Appointments and Governance Committee will assist the Board in its governance functions.
- 2.2 The Appointments and Governance Committee shall comprise of:
 - a. A.N. Other External Trustee (Chair)
 - b. President (ex-officio)
 - c. A.N. Other Officer Trustee
 - d. A.N. Other External Trustee
 - e. Chief Executive (In attendance)
 - f. Any other staff member as deemed necessary (In attendance)
- 2.3 The quorum for all meetings of the Appointments and Governance Committee shall be three members, one of whom shall be an external trustee.
- 2.4 The membership of this Committee shall be reviewed annually at the first meeting after a new Officer team has come into Office.
- 2.5 The Committee will have the delegated authority to:
 - a. Determine the process of recruitment for External Trustees;
 - b. Determine the process for the appointment of Honorary Life Members (the decision is made by Union Council Meeting/Annual General Meeting);
- 2.6 The Committee will advise the Board on:
 - a. All matters relating to the process for the appointment of trustees and their induction, mentoring and development;
 - b. The appointment of Chairs of Sub-Committees (on the advice of the Chair of the Board);
 - c. The appointment of members to Sub-Committees;
 - d. The statutory responsibilities of the Board;
 - e. Good practice, including in respect of Board and Trustee performance;

- f. The effectiveness of the implementation of the system of governance adopted by the Union, and
- g. The process of fair and democratic delivery of elections.

3. Finance, Audit and Risk Committee

3.1 Finance, Audit and Risk Committee can review and oversee the financial strategy of AberSU, ensure that all relevant laws and regulations are being followed, ensure that management have in place an effective internal management structure and to analyse and manage the unions overall risk profile.

3.2 The Finance, Audit and Risk Committee shall comprise of:

- a. A.N. Other External Trustee (Chair)
- b. President (ex-officio)
- c. A.N. Other Officer Trustee
- d. A.N. Other External Trustee
- e. A.N. Other Student Trustee
- f. Chief Executive (In attendance)
- g. Finance Manager (In attendance)

3.3 The quorum for all meetings of the Finance, Audit and Risk Committee shall be three members, one of whom shall not be an officer trustee.

3.4 The membership of this Committee shall be reviewed annually at the first meeting after a new Officer team has come into Office

3.5 The Finance, Audit and Risk Committee of the Board of Trustees will have delegated authority to:

- a. Address any significant problem arising from the reports of:
 - i. The external auditor;
 - ii. Any appointed accounting agency;
 - iii. The audit committee of the board of governors; or
 - iv. Any other matters which the Committee feel ought to be drawn to the attention of the board.
- b. Approve policy on risk management and monitor risk;
- c. Approve policy relating to safeguarding of the Unions assets;
- d. Approve the financial regulation orders for the Union;
- e. Ensure there is an effective internal audit function established by management, which provides appropriate assurance to the Finance, Audit and Risk Committee, Chief Executive and the Board;
- f. Review, for completeness and accuracy systems for financial reporting to the Finance, Audit and Risk Committee and the Board, including those of budgetary control;
- g. Review financial and information systems, monitor the integrity of the financial statements and review significant financial reporting judgements;
- h. Review the establishment and maintenance of an effective system of integrated governance, risk management and internal control, across the whole of the organisation's activities that supports the achievement of the organisation's objectives;
- i. Review the business continuity plan;
- j. Review schedules of debtors/creditors balances over six months old and over £5,000 along with explanations and action plans;
- k. Review the annual report and financial statements prior to submission to the Board focussing particularly on:
 - i. Change in and compliance with, accounting practices and policies;
 - ii. Unadjusted mi-statements in the financial statements;
 - iii. Major judgemental areas;

- iv. Significant adjustments resulting from audit; and.
 - l. Review and approve the mechanisms and levels of authority of spending.
- 3.6 The Committee will advise the Board on:
- a. The annual financial statements, including:
 - i. The external audit opinion;
 - ii. The statement of member's responsibilities;
 - iii. The statement of corporate governance, and
 - iv. The effectiveness of internal controls.
 - b. The medium-term financial forecast and the annual financial plan (estimate of income and expenditure);
 - c. The appointment, remuneration, performance, resignation and dismissal of the external auditors;
 - d. The application and policies relating to reserves;
 - e. The creation, monitoring and management of any subsidiary companies wholly owned by the Union;
 - f. Policies relating to pensions and retirements benefits;
 - g. Financial issues arising from the annual financial statements;
 - h. The business plan of, and cyclical formulation of the subvention (commonly known as block) grant of the Union;
 - i. The overall financial performance of the union;
 - j. The extent to which the Union remains within the annual financial plan approved by the Board of Trustees;
 - k. The effectiveness of the framework for financial management;
 - l. The effectiveness of the procedures in place for procurement and the approval of contracts;
 - m. On establishing and dissolving subsidiary companies and trusts of the Union;
 - n. The financial health and solvency of the Union.

4. Employment and Remuneration Committee

4.1 The Employment and Remuneration Committee can recommend and oversee the implementation of AberSU's HR strategy, oversee amendments to employee policies, oversee the framework for staff appraisal and pay awards and to guide the process of appointment, appraisal, discipline, suspension and dismissal of the Chief Executive.

4.2. The Employment and Remuneration Committee shall comprise of:

- a. A.N. Other External Trustee (Chair)
- b. A.N. Other Officer Trustee
- c. A.N. Other External Trustee
- d. A.N. Other Student Trustee
- e. Chief Executive (In attendance)
- g. HR Manager or equivalent (In attendance)

4.3 The quorum for all meetings of the Employment and Remuneration Committee shall be three members, one of whom shall be an external trustee and another a student trustee.

4.4 The membership of this Committee shall be reviewed annually at the first meeting after a new Officer team has come into Office.

4.5 The Employment and Remuneration Committee of the Board of Trustees will have authority to:

- a. Approve the health, safety and wellbeing policy of the Union;
- b. Monitor and evaluate the implementation of strategies and policies in respect of employment and staffing, diversity and equality of opportunity in employment; safety, health and wellbeing;
- c. Approve the implementation and review of a system of staff development,

- d. Approve policy relating to the health absence and sickness reporting procedures of the Union, and;
 - e. Receive updates on changes in employment law which may affect the Union.
- 4.6 The Employment and Remuneration Committee of the Board of Trustees will advise the Board on:
- a. The detailed procedures for the appointment, assignment, pay and benefits, appraisal, discipline, suspension and dismissal of staff;
 - b. Approve the framework for the pay, pensions and conditions of staff;
 - c. Monitoring compliance against legislation;
 - d. The remuneration package of the Chief Executive Officer;
 - e. The process of appointment, appraisal, discipline, suspension and dismissal of the Chief Executive;
 - f. The employment and staffing strategy and policy, and
 - g. The remuneration package of the sabbatical officers.

5. Equality and Diversity Committee

5.1 The Equality and Diversity Committee can recommend and oversee the implementation of AberSU's Equality and Diversity strategy.

5.2 The Equality and Diversity Committee shall comprise of:

- a. A.N. Other External Trustee (Chair)
- b. President (ex-officio)
- c. A.N. Other Officer Trustee
- d. A.N. Other External Trustee
- e. A.N. Other Student Trustee
- f. Chief Executive (In attendance)
- g. Any other staff member as deemed necessary (In attendance)

5.3 The quorum for all meetings of the Equality and Diversity Committee shall be three members, one of whom shall not be an officer trustee.

5.4 The membership of this Committee shall be reviewed annually at the first meeting after a new Officer team has come into Office.

5.5 The Equality and Diversity Committee of the Board of Trustees will have delegated authority to:

- a. Approve strategy and policy in relation to diversity and equality of opportunity in employment, commercial and non-commercial services;
- b. Discuss important issues relating to diversity and equality, including those raised by AberSU staff and AberSU students in order to determine an appropriate course of action to deal with the issue;
- c. Monitor AberSU's progress against equality and diversity related legislation; and
- d. Approve internal policies and practices; ensuring they don't discriminate any group of students covered by the Equality Act 2010.

5.6 The Equality and Diversity Committee of the Board of Trustees will advise the Board on:

- a. Progress made towards implementation of diversity and equal opportunities policy and practice; and
- b. Breaches of AberSU equalities policies.