

Appointments & Remuneration Committee Standing Orders

The Appointments & Remuneration Committee shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

1. The committee shall be appointed in accordance with the Constitution, by the Trustee Board Chair with the following provisos:
 - 1.1. It shall contain 3 or 5 members, including one External Trustee and one Student Trustee (appointed or elected).
 - 1.2. The President of the Union, as line manager of the Managing Director, shall be a member.

Structure

2. The Trustee Board Chair shall chair the committee. In their absence from the committee, the President shall chair the committee.
3. Each member shall have one vote.

Aims & Objectives

4. To conduct the search for External, appointed Student and Alumni members of the Trustee Board. To do this they shall:
 - 4.1. Maintain a Job Description of the role;
 - 4.2. Advertise vacancies;
 - 4.3. Collate applications;
 - 4.4. Provide a recommendation to the President, which shall be presented to the Council.
5. To advise the Trustee Board, through the President, upon Human Resource matters of the Managing Director. Such matters include:
 - 5.1. The upkeep and accuracy of the Job Description;
 - 5.2. The remunerations of the Managing Director.
6. To assist with the replacement of the Managing Director, including:
 - 6.1. Advertising the role,
 - 6.2. Directing the composition of the interview panel.

v2

7. To critically assess the remuneration of the Senior Management Team, including :
 - 7.1. Advising upon Performance Related Pay Changes,
 - 7.2. Questioning differences between staff members who hold similar levels of responsibility.
8. To provide advice upon and direction to the strategic approach to all staff pay including recommendations on bonuses and pay rises.
9. To provide a forum to advise the Trustee Board on proposed restructures.

Powers

10. The Trustee Board authorises the committee to seek any information it requires from any staff member or officer of the Union in order to perform its duties and provides it a right to call any staff member or officer of the Union to a meeting of the committee as and when required.
11. The committee may adopt closed session meetings if it sees fit.
12. The Managing Director is ordinarily expected to attend meetings of the Committee unless its resolves to the contrary either in respect of the whole meeting or specific agenda items.
13. The Committee shall meet as required, with at least one meeting per year.

Status, interpretation and amendment of these standing orders

- 13.1. Formal interpretations of these standing orders shall be made by the Chair.
- 13.2. The Trustee Board may amend these Standing Orders.

Finance & Risk Committee Standing Orders

The Finance & Risk Committee shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

1. The committee shall be appointed in accordance with the Constitution, by the Trustee Board Chair with the following provisos:
 - 1.1. It shall contain 3 or 5 members, including one External Trustee and one Student Trustee.
2. The Deputy President (Finance and Services) and Head of Finance are ordinarily expected to attend and report to meetings of the committee unless its resolves to the contrary either in respect of the whole meeting or specific agenda items.

Structure

3. The Trustee Board Chair shall appoint a member of the committee as Chair.
4. Each member shall have one vote.

Aims & Objectives

5. To monitor the integrity of the financial statements of the Union, including its Annual and other reports, interim management accounts, review significant financial reporting issues and judgments which they contain.
6. To investigate any financial, administrative or personnel (whether paid staff or elected officers) matter which may put the Union at risk.
7. To consider the appropriateness of executive action following internal audit reviews and to advise senior management and officers on any additional or alternative steps to be taken.
8. To review and challenge where necessary:
 - 8.1. All material information presented with the financial statements.
 - 8.2. Clarity of disclosure in financial reports of any kind.
 - 8.3. The consistency of and changes in any accounting policy.
 - 8.4. Whether appropriate accounting estimates and judgments have been made in accordance with accounting standards.
 - 8.5. The methods used to account for significant or unusual transactions where different approaches are possible.
9. To provide minutes of all committee meetings for review at meetings of the Trustee Board.

Powers

10. The Trustee Board authorises the committee to seek any information it requires from any staff member or officer in the Union in order to perform its duties and to call any staff member or officer in the Union to be questioned at a meeting of the committee as and when required.
11. The committee may adopt closed session meetings if it sees fit.
12. The committee shall meet as required, with at least four meetings per year.

Status, interpretation and amendment of these standing orders

13. Formal interpretations of these standing orders shall be made by the Chair.
14. The Trustee Board may amend these Standing Orders.

Governance Committee Standing Orders

The Governance Committee shall function in accordance with the Union Constitution, Bye-Laws and, additionally these Standing Orders.

Membership

15. The committee shall be appointed in accordance with the Constitution, by the Trustee Board Chair with the following provisos:

15.1. The Alumni Trustee shall be a member

15.2. The appointed Student Trustees shall be members

15.3. The elected Student Trustees shall be members

Structure

16. The Trustee Board Chair shall appoint a member of the committee as Chair.

17. Each member shall have one vote.

18. Quorum shall be three members.

Aims & Objectives

19. To act in matters to do with Member and Associate Member complaints and discipline in accordance with the Bye-Laws.

20. To advise the Trustee Board regarding disputes over constitutional interpretations.

21. To advise the Trustee Board in matters to do with Staff complaints and discipline.

22. To advise the Trustee Board on proposed amendments to the Constitution and Bye-Laws.

23. To oversee the administration of Major Elections on behalf of the Trustee Board in accordance with Bye-Laws.

24. To convene an Appeals Panel in accordance with the Constitution.

Powers

25. The Trustee Board authorises the committee to seek any information it requires from any Member, Associate Member or staff member of the Union in order to perform its duties and provides it a right to call any Member, Associate Member or staff member of the Union to a meeting of the committee as and when required.

v2

26. The committee may adopt closed session meetings if it sees fit.
27. The committee may act on matters of Complaints & Discipline that are referred to them failing a successful resolution by the relevant authority as outlined in the Bye-Laws.
28. The committee may issue warnings, investigations, suspensions, censure and punishments as set out in the Bye-Laws.
29. The committee shall meet as required, with at least one meeting per year.

Status, interpretation and amendment of these standing orders

- 29.1. Formal interpretations of these standing orders shall be made by the Chair.
- 29.2. The Trustee Board may amend these Standing Orders.