



# Standing Committee

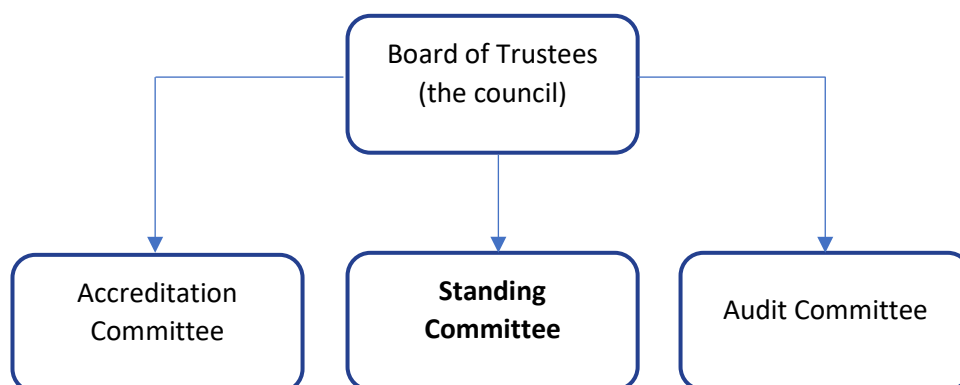
## Terms of reference

### Approval history

Version	Date	Notes	Approver
V0.1	31 January 2022	First draft to Standing Committee	Standing Committee
V0.2	2 March 2022	Revised following feedback from Standing Committee	
V1.0	16 June 2022	Submitted for final approval	Board of Trustees (Council)
V1.0	September 2022	Annual review	Standing Committee
V1.0	13 October 2023	Annual review	Board of Trustees (Council)
V1.0	28 September 2023	Annual review	Standing Committee
V1.0	12 October 2023	Annual review	Board of Trustees (Council)

**Next review:** September 2024

## 1. Governance



- 1.1 The Standing Committee (the committee) has the Board of Trustees' (the council's) authority to deal with any matters that need to be considered and any decisions that may arise between meetings of the council. The council's responsibilities are outlined in the memorandum and articles of association (our governing documents).
- 1.2 The arrangements for carrying out the committee's business will be as set out in our governing documents.
- 1.3 If any members of the committee have any direct interest in an item on the agenda, they must declare it and will not take part in any discussion about that item.

## 2. Terms of reference

- 2.1 To consider proposals which need council approval, as long as the decisions are consistent with the agreed strategic and annual plans.
- 2.2 To consider and scrutinise budget proposals, annual and strategic plans and 'one-off requests' for funding projects which would mean using our reserves.
- 2.3 To deal with any matters which need to be considered urgently and any decisions that may arise between meetings of the council.
- 2.4 To act as the nominating committee for the purposes of identifying and recommending potential council members. The committee can ask two additional council members to join for this purpose.
- 2.5 To act as the remuneration (salary) committee and carry out a yearly review of the salaries of all our staff.

## 3. Membership

- 3.1 The committee will be chaired by the chair of the council and will include the deputy chair of the council and the honorary treasurer (article 8).
- 3.2 Arrangements for appointing and inducting members, for continuing and ending their membership, and for declaring any interest in an item on the agenda are in the operational manual for committees.
- 3.3 Members will be appointed to the committee for as long as their term in the council applies.

3.4 Our consultants and employees cannot serve as members of the committee.

## 4. Decision-making

4.1 Decisions will be made by a majority vote, and the chair will have the casting vote.

4.2 At least two members of the committee must be present in order for decisions to be made.

4.3 The committee can formally ask the council to get, and we will pay for, any professional advice it needs to be able to carry out its responsibilities.

4.4 The chair of the committee can ask for any documents from, and have discussions with, any of our stakeholders as appropriate.

## 5. Meetings

5.1 At least three ordinary meetings of the committee will be scheduled during our financial year (September to August). The chair may also call an extraordinary meeting if they consider it necessary.

5.2 Ordinary meetings of the committee will normally be held online.

## 6. Reporting

6.1 The chair will report to each council meeting on the work of the committee (article 17.3).

## 7. Review

7.1 The committee will review these terms of reference each year at its first meeting of the financial year, and will submit them for final approval at the council's first meeting of the year.

### Related documents

Articles of association (governing document)

Operations manual for committees

Council terms of reference

Audit Committee terms of reference

Accreditation Committee terms of reference