

HEFCW COMMITTEE STANDING ORDERS

A Membership and Attendance

1. The Council members and the Chair of the Committee shall be appointed by the Council. Council members shall serve for such period as the Council shall decide with other members appointed by the Appointments Committee for an initial period of up to three years
2. With the approval of the Appointments Committee, non-Council members may serve a second three year period.
3. Upon taking up appointment to the Committee, non-Council members shall declare their interests by completing a declaration of interests form. The Register of all Members' interests shall be made available via the HEFCW website. If a member declares an interest in a matter to be considered at a meeting of the Committee, the disclosure shall be recorded in the minutes. Members with a direct interest in any item to be considered at a meeting of the Committee shall withdraw from the meeting during discussion of that item.
4. If a quorum is not present at a meeting of the Committee, the Chair or his/her nominee shall declare that there is not a quorum present and either decide that the meeting shall stand adjourned or proceed with the meeting but defer any decisions to the next quorate meeting. The consideration of any business not transacted shall be adjourned to a date and time to be fixed by the Chair or to the next meeting of the Committee.
5. The Chair shall nominate a Deputy - from the Council members - to Chair the Committee meeting in his/her absence.
6. The Chair of Council may attend Committee meetings as an observer.
7. Other HEFCW staff or external representatives may be invited to attend the meetings at the discretion of the Chair of the Committee.
8. Members nominated by external organisations may nominate a substitute to attend meetings in their stead. Substitutes' names will be recorded in the list of members at the commencement of their term.
9. The Appointments Committee may terminate the membership of any non-Council member who fails to attend three consecutive meetings.

B Frequency of Meetings

1. The Committee shall determine the frequency of meetings, subject to a minimum of one meeting per year.
2. At the request of the Chair, the Secretary shall convene a special meeting of the Committee to deal with business that cannot wait until the next ordinary meeting.

3. The Council or Accounting Officer may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.
4. The Committee may also propose joint meetings with other Council committees as necessary.

C Reporting

1. Minutes of the meeting of the Committee will be circulated to the next meeting of the Council, normally for information. When the minutes include recommendations from the Committee for the Council to approve, these recommendations will be highlighted in the Council covering paper and presented for approval. Minutes will be marked 'unconfirmed' if the next Council meeting precedes the next ordinary meeting of the Committee.
2. If substantially changed at the next meeting of the Committee, the Minutes shall be returned to Council for information.
3. Where a meeting has taken place but a draft of the minutes is not available by the date of the next Council meeting, the Chair of the Committee will make an oral report to the Council and the minutes will be presented to the next meeting of the Council thereafter. The Chair will raise any significant matters with the Chair of Council and the Chief Executive, and may draw the attention of the Council to such matters at its next meeting.
4. The Committee will submit an annual report to Council on the discharge of its duties.

D Authority

- 1 The Committee is authorised to obtain independent professional advice if it considers this to be necessary, normally in consultation with the Chair of Council and/or HEFCW's Chief Executive. However, it may not incur direct expenditure in this respect in excess of £5,000 without the prior approval of the Council.
- 2 The Council, or Chair of Council, may delegate authority to the Committee Chair to conduct specific tasks on behalf of the Council.

E Review

- 1 The Committee Remit and membership shall be reviewed on an annual basis and any proposed changes submitted to Council for approval.