



FINANCE & ORGANISATIONAL DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

Name	Finance and Organisational Development Committee
Quorum	3 members
Chairing	<p>The meeting will be chaired by the Honorary Treasurer.</p> <p>The Honorary Treasurer is elected in accordance with Regulation 6.2 of the Association's Articles of Association.</p> <p>In the absence of the Chair, a Chair for the meeting shall be selected by the members present.</p>
Membership	<p>Honorary Treasurer plus 6 other members elected from the BASW membership.</p> <p>The quorum is 3 including the Chair for that meeting.</p> <p><u>Election of members to Committee</u></p> <ul style="list-style-type: none">• Members are elected for an initial term of office of 2 years and this can be renewed for a further 2 year period.• Council shall in such manner as it determines invite applications from candidates for election.• A panel comprising the Chair, the Honorary Treasurer and the Chief Executive shall consider all applications to ensure that candidates have the relevant skills, knowledge and experience.• In the event of there being more candidates than vacancies the endorsed candidates will go forward for election by the whole membership.• Council to determine the process for filling any casual vacancies.
Serviced By	Chief Executive
Meeting frequency/Agenda & Papers	At least 4 and no more than 6 ordinary scheduled meetings per year. Additional meetings may be called by the Chair for urgent and important matters.

Agreed by BASW Council – 19.9.18

Revised by F&OD – 30.01.23

	<p>The Chair will agree the agenda for meetings with the Chief Executive 2 weeks prior to the agreed date of the next meeting.</p> <p>Papers will be distributed to Committee members 5 days in advance of the meeting.</p>
Purpose	<p><i>Finance</i></p> <ol style="list-style-type: none"> 1. To recommend to Council the financial plan and budgets and BASW's annual audited accounts. 2. To approve variations to the financial plan within the limits of delegated authority of the Committee. 3. To recommend financial and procurement regulations proposed by the Executive for approval by Council. 4. To act on behalf of Council in the application and supervision of financial and procurement regulations approved by Council. 5. To review and make recommendations to Council on funding arrangements for major capital projects. 6. To review and make recommendations to Council on any long-term loan finance or major financial commitment (if required). 7. To make recommendations to Council on the: <ul style="list-style-type: none"> o Annual estimates of income and expenditure; o Staff establishment and salaries; o Financial statements; o Major variations of expenditure. 8. To receive and review monthly management accounts which shall include: <ul style="list-style-type: none"> o detailed income and expenditure, (current month and year to date); o performance against budget; o balance sheet; o cashflow; o employee establishment (current and committed). 9. Based on these reports, to ensure short term budgets are in line with longer term plans, and, on behalf of Council, determine action to be taken within the overall budgets previously approved by Council. 10. To approve fees and charges for recommendation to Council. 11. To advise Council and review arrangements for ensuring the solvency of BASW and the safeguarding and maintenance of assets.

Agreed by BASW Council – 19.9.18

Revised by F&OD – 30.01.23

	<p>12. To pursue value for money and the efficient and effective use of resources and ensure that financial considerations are considered by BASW staff at all relevant stages in reaching decisions.</p> <p><i>Human Resources Matters</i></p> <p>12. To approve employment-related policies pursuant to the human resources strategy and to recommend to Council for approval the framework of pay and conditions of service of employees.</p> <p>13. To approve regulations relating to the conduct of employees and procedures relating to grievances, dismissal on grounds of misconduct, capability, medical incapacity, redundancy and procedures on appointment, promotion, and public interest disclosure.</p> <p>14. To receive or obtain assurance that the framework and procedures for pay and conditions and for grievance and dismissal are appropriate and effective.</p> <p>15. To review annually the provision of pensions and other employee benefits.</p> <p><i>General Matters</i></p> <p>15. To approve BASW's investment policies within the scheme approved by Council.</p> <p>16. To keep under review the financial implications of BASW's membership strategy, income diversity strategy and capital development and infrastructure plans, including performance against targets, and to advise Council accordingly.</p> <p>17. To oversee the business, workforce, organisational development, and governance of the organisation including the delivery and scrutiny of the business plan.</p> <p>18. To monitor and scrutinise the exercise of delegated powers by the Chief Executive in relation to the staffing and finance policies, governance, and development of the Association, on behalf of Council.</p> <p>19. To consider and endorse reports from the Chief Executive in relation to workforce, organisational development and finance issues and other relevant matters, as agreed.</p>
Delegated Authority	<p>1. Establish temporary advisory groups and working parties from time to time.</p> <p>2. Approve release of funding for investment against</p>

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	<p>priorities in the business plan.</p> <ol style="list-style-type: none"> 3. Make recommendations to Council about spend priorities outside the business plan, as necessary. 4. Take decisions on placement and transfer of monies in investment funds. 5. Approve additional staff posts within budget and to meet business plan priorities. 6. Recommend to Council cost of living salary increases annually. 7. Propose to Council subscription increases to Council annually. 8. Chair of F&OD may take Chair's action in exceptional circumstances which cannot wait for the next F&OD meeting for a decision or recommendation to Council. 9. Additional authority and powers as decided by Council from time to time.
Reporting to	BASW Council, at each meeting