

Policy Committee Terms of Reference

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0.1	Further to discussion at Policy Review Group on 20.2.24 changes made to section to section 2 Membership, 8 Quorum and 9 Responsibilities.	0.2

Contents

1.	Introduction.....	4
2.	Membership	4
3.	Duration of Appointments.....	4
4.	Secretary.....	4
5.	Meetings.....	4
6.	Minutes of Meetings	5
7.	Conflict of Interest.....	5
8.	Quorum	5
9.	Responsibilities	6
10.	Rights.....	6
11.	Access	6
12.	Review of terms of reference	6

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1. Introduction

South East Technological University (SETU) Governing Body has established a Policy Committee as a committee of the Governing Body to support them in their responsibilities with regard to governance in respect of University policies. The Governing Body recognises the important role that policies play in representing the official position of the University on any aspect of its activities and is committed to a transparent, inclusive and collaborative process to develop and review policies.

2. Membership

The members of the Policy Committee are:

- **Three members of the Governing Body, one of whom shall be the Chairperson and one of whom shall be an elected staff representative;**
- The Governing Body will appoint the Policy Committee members and the Chair on the joint nomination of the Chairperson of the Governing Body and the President of the University;
- In making the appointments, the Governing Body shall have regard to relevant skills, qualifications and experience and gender balance provisions (being, the objective that at least 40 per cent of members of the Policy Committee shall be female and at least 40 per cent shall be male).
- The President shall be in attendance.

3. Duration of Appointments

3.1 Duration of appointments for the Governing Body member shall be three years, renewable for a further two years.

3.2 A Governing Body member will cease to be a member of the Policy Committee if this member ceases to be a member of the Governing Body.

4. Secretary

The Vice President Governance /University Secretary will be the Secretary to the Policy Committee.

5. Meetings

5.1 The Policy Committee will meet as many times as is required, but at least four times a year.

5.2 All members are expected to attend each meeting. A member of the Policy

Committee who is absent from all meetings of the Policy Committee for a period of six consecutive months, unless such absence was due to illness or was approved by the Committee, shall be disqualified at the expiry of such period from continuing to be a member of the Committee for the remainder of that person's term of office.

5.3 The Policy Committee may hold or continue a meeting by the use of any means of communication by which all members can hear and be heard at the same time (referred to as an electronic meeting). A member of the Policy Committee who participates in an electronic meeting is taken for all purposes to have been present at the meeting.

5.4 The Policy Committee may require other persons (e.g. policy owners and authors) to attend specific meetings of the Policy Committee.

5.5 The Policy Committee may ask any other staff members of the University to attend to assist the Committee with its discussions on any particular matter.

5.6 The Policy Committee may ask any or all of those who normally attend but who are not members to withdraw from specific meeting or agenda items to facilitate open and frank discussion of particular matters.

5.7 The Governing Body may ask the Policy Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice.

6. Minutes of Meetings

The secretary shall minute the proceedings and decisions of all Committee meetings, including recording the names of those present and in attendance. Draft minutes shall be circulated to all members of the Committee, and subsequently approved by all members.

7. Conflict of Interest

At each meeting, members must disclose if they have an actual, perceived or potential conflict of interest and, where necessary, agree any interventions that may be required to manage that conflict.

8. Quorum

The preference is that all three members should be in attendance, however, in exceptional circumstances a minimum of 2 members of the Policy Committee, to consist of at least one external member of the Governing Body will be present for the meeting to be deemed quorate.

9. Responsibilities

The Policy Committee will have responsibility for and provide assurances to the Governing Body on the following:

9.1 Ensure policies reflect the needs of the University and support the University's vision, mission and values.

9.2 Approve and regularly review the Policy Management Framework to ensure it continues to meet the needs of the University.

9.3 Review the inventory of policies and make recommendations to ensure a comprehensive and appropriate suite of policies is maintained and regularly updated.

9.4 Review new policies and make recommendations as necessary.

9.5 Review existing policies and make recommendations as necessary.

9.6 Recommend policies to Governing Body for Governing Body approval.

9.7 Seek assurances that policies are effective in achieving the impact as outlined their individual stated purpose.

10. Rights

The Policy Committee may:

- Co-opt additional members to provide specialist skills, knowledge and experience, subject to Governing Body approval;
- Procure specialist ad-hoc advice at the reasonable expense of the University, subject to budgets agreed by the Governing Body;
- Consider any matter within its terms of reference, be provided with the resources it needs to do so and have full access to all information.

11. Access

The Chairperson of the Policy Committee may meet with the President to discuss any relevant matters that are under the remit of the Committee.

12. Review of terms of reference

These terms of reference will initially be reviewed annually.