

Resources Committee Terms of Reference

Committee	Resources Committee
Convenor	Appointed by General Assembly
Secretary	Chief Operating Officer (COO)
Ex Officio Members	Treasurer Deputy Treasurer Chief Finance Officer (CFO)
General Assembly Appointed Members	6 members with collective experience of finance, properties, HR, compliance, and communications. Ideally representing those skills areas as follows: Finance (2), HR (1), Properties (1), Communications (1) and compliance/health and safety/ GDPR (1). At least one such member to be a director of the URC Trust.
Length of Term	Initial term of 4 years which may be extended by up to two years.
In Attendance when required (to cover their areas of expertise)	Head of Communications (and other team members as required) Compliance Officer Archive & Records Manager Facilities Manager Human Resources Officer IT Manager
Minute Secretary	PA to COO & CFO
Meeting Frequency	6 times per annum (c 21 hours)
Subgroups/Sub committees	Pensions Committee, Remuneration Committee & Legacy Fund Panel
Quoracy	Four members to always include the Treasurer or Deputy Treasurer.
Accountability & Reporting Duties	General Assembly (Communications & Finance) and United Reformed Church Trust (properties, compliance, employment and finance). The Committee will provide an update report to each meeting of the URC Trust. Responsibility for the implementation of policies and decisions of the Resources Committee rests with those employees appointed by Church House to do so, and ultimately, the COO.
Terms of Reference Review	At least every four years, in consultation with the Trust. In addition, a full review in consultation with the Trust and the operational team will take place 18 months after its first meeting to ensure its effectiveness.

Responsibilities

The Resources Committee (the Committee) has key responsibilities across a number of interlinked and interdependent operational areas.

Finance

The Committee has oversight responsibility for the funds administered for the benefit of the United Reformed Church, its long-term financial planning, and the preparation and control of its budget under the authority of General Assembly and the Trustees of the URC Trust.

The committee will ensure that proper procedures are in place for the maintenance of accounting records, controlling, and monitoring the budgetary process and the preparation of financial statements in compliance with applicable UK law and accounting standards. To this end, the Committee should expect to liaise with the appointed auditors at least once per annum.

The Committee may take such decisions about the finances of the Church as are necessary within the policies set by General Assembly.

The Committee will also have detailed budget oversight for the following broad areas: -

- Administration & Resources including Church House.
- Central Properties (see below)
- Communications

Communications

To promote effective communication and celebration of the Gospel in and beyond the URC the committee will: -

- Develop and monitor the communication strategy ensuring structures, staffing and appropriate communications channels are in place to give voice to good news, facilitate regional/national communications, support the communications of Church House departments and General Assembly and resources local churches.
- Develop and monitor the strategy in relation to the Bookshop as a denominational resource and communication tool.
- Develop and monitor policies and procedures which relate to the work of the Communications team.
- Ensure that the work of the Communications team appropriate supports and resources local churches.

Central Properties

The Committee has delegated authority from the URC Trust to oversee the 'management' of all existing central properties, which include Church House (86 Tavistock Place, the tenanted flat (86A Tavistock Place) and all properties owned or rented to house Synod Moderators and General Assembly appointed ministers.

'Management' means acting in accordance with current policies to oversee: -

- Maintenance and all capital expenditure in relation to all properties

- The sale and acquisition of manse accommodation
- Overall compliance of the central properties to all policies and legal responsibilities.

Church House Operations & Human Resources

The Committee has delegated authority from the URC Trust to ensure the development and monitoring of a suite of policies covering all operational and compliance areas, including but not limited to Health & Safety, Data Protection, Archiving, IT and Business Continuity.

The Committee has delegated authority from the URC Trust in relation to all operational HR matters, including the agreement of HR Policies and Procedures, as they relate to employees. In exercising this authority, the Committee shall:

- Develop and monitor the terms and conditions and employment policies/procedures for employed staff to support the culture as well as ensure legal compliance.
- Monitor, review and approve the ongoing staffing strategy including size and makeup of the team, grading/regrading of posts, expertise, career development and succession planning.
- Approve any new job descriptions and resulting appointments referring matters related to salary banding to the Remuneration Committee.
- Review any proposed major changes to existing job descriptions for employed staff and referring any associated salary change to Remuneration Committee.
- Agree a course of action with HR staff regarding any dismissal other than a those at the end of a fixed term contract or non-confirmation of employment at the end of a probationary period. This would include any decisions on severance arrangements or settlement agreements.
- Determine, within the budget preparations, the annual cost of living rise for lay salaries and stipends based on the recommendation from the Remuneration Committee and the MoM Committee.

The Committee shall be responsible for any other related matters which affect the welfare of staff or operational matters in Church House, which may arise from time to time, and for which a formal policy or procedure is required.

Risk Management

The Committee will review the Risk Register as it relates to its key responsibilities, at least once per year but will add additional risks as and when they arise.

Conducting Business

Additional meetings can be scheduled, with reasonable notice, if business requires it.

Decisions can be taken via email with the same rules of quoracy applying. Such decisions will be recorded by the COO and noted at the next meeting with updates on progress as needed.

Expertise from outside its membership can be utilised for projects and instruct task groups from beyond its membership to develop specific pieces of work. The Committee has the power to seek external professional advice if they deem it

necessary with reference to the Chief Operating Officer for unbudgeted professional fees.

The COO shall be responsible for ensuring communication to Church House staff and other relevant parties, of all decisions.

The Committee has discretion to seek input from the wider staff team as deemed necessary.