

WEA Finance & Capital Resources Committee Terms of Reference

Last Updated: 29 November 2023

Date of approval by Board of Trustees: 14 December 2023

Purpose of the Committee

The Finance & Capital Resources Committee shall support the Board of Trustees in discharging their responsibilities to ensure the development of financial and capital resource strategies for the sustainability of the Association in keeping with the Association's mission, vision and values. The Committee shall advise Trustees on the application of WEA's funds and other assets in accordance with its charitable purposes and the public benefit duty, and on compliance with the requirements of managing public money ("MPM").

Membership

The membership of the Finance & Capital Resources Committee will be as follows:

- 3 Trustees appointed by the Board of Trustees, one of whom shall be the Association Treasurer who will serve as Chair;
- 3 Association Members to be nominated by WEA Council; and
- Up to 3 externally co-opted members to be appointed based on relevant skill, experience, or expertise, and in consideration of WEA's commitment to diversity.

The Chief Executive/General Secretary or their delegated representative shall attend meetings of the Finance & Capital Resources Committee. Other members of WEA's Leadership Team may be invited to attend meetings of the Committee from time to time, as appropriate.

Secretariat shall be provided by the Head of Corporate Governance or their nominated representative.

Quorum

A quorum shall be three members of the Finance & Capital Resources Committee, including at least two Trustees.

Frequency of Meetings and Notice

The Finance & Capital Resources Committee will meet on a minimum of a quarterly basis, though will consider, in agreement with the Chair, the necessity of meeting more often when required. These meetings will be coordinated with the Trustee and Committee calendar so that the Committee's work can dovetail with that of the other Trustee Committees and the Board of Trustees.

Written notice of each meeting, an agenda and supporting papers shall normally be circulated no later than seven working days before the date of the meeting.

The WEA

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Reporting

The Board of Trustees will receive minutes of Finance & Capital Resources Committee meetings and will be notified of any key issues through summary update reports to be delivered by the Chair of the Finance & Capital Resources Committee at meetings of the Board of Trustees from time to time.

Responsibilities

Business Planning

1. To agree and recommend for Trustee approval the timetable and process for the development of the three-year rolling budget and business plan, including KPIs, budget and projected cash flow.
2. To monitor progress against KPIs in the Business Plan and report to the Board accordingly on a regular basis
3. To review business continuity plans across the Association.

Financial Policy, Control & Budgeting

4. To monitor financial summaries and forecasts, reporting any matters of concern to the Board of Trustees.
5. To review and recommend to Trustees for approval the financial strategy, and any business development and income generation plans.
6. To recommend to Trustees the adoption of appropriate accounting and treasury management policies, including bank account opening and signatory mandates.
7. To recommend to Trustees the adoption of an appropriate investment policy and keep this under regular review.
8. To keep the Financial Regulations under review, recommending to the Board of Trustees for approval such changes as may be proposed from time to time.

Annual Reporting

9. To oversee the proper and timely production of the annual financial statements from the previous financial year, ensuring the application of appropriate accounting standards, estimates, and judgments.
10. To endorse the audited financial statements for inclusion in the Annual Report & Financial Statements overseen by the Audit & Risk Committee.

Pensions

11. To have oversight of the defined benefit scheme and refer to the People Committee as necessary
12. To monitor the impact of any change in the valuation of the defined benefit pension scheme (now closed to future accruals) and/or any adjustment to deficit payments or guarantees, advising Trustees of the budgetary impact, or other concerns or risks arising

Asset Management / CAPEX

13. To review WEA's property strategy and advise Trustees of its financial impact (including restrictions according to MPM requirements) and any perceived risks.
14. To agree the organisational approach to depreciation.
15. To receive and consider proposals for any acquisition or disposal of freehold property or property having a lease of seven years or longer, making recommendations to the Board of Trustees as appropriate, and facilitating any permissions from DfE that may be required.

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16. To receive and consider proposals for the procurement of major purchases or service contracts (e.g., MIS), advising Trustees of their financial implications and making recommendations accordingly.
17. To satisfy itself that any major long-term service contracts are effective and continue to represent value for money.

Other

18. To review any risks to the achievement of the business plan, or arising from the financial and/or property strategies or policies, and advise the Audit & Risk Committee accordingly
19. To support individual members of the Committee in identifying and pursuing opportunities for training and personal development.
20. To consider the ongoing need for the Committee to regularly refresh its skills, seeking out appropriate opportunities for training and development.
21. To consider the Committee's recruitment needs, advising the Nominations Committee accordingly.
22. To undertake any other tasks or functions as may be determined by the Board of Trustees

Review of the Terms of Reference

The committee shall, at least once a year, and normally at the start of each cycle of business, review its own performance and Terms of Reference to ensure they remain relevant and appropriate.

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