

Paper A1

Establishing the Resources Committee Business Committee

Basic information

Contact name and email address	Victoria James, Chief Operating Officer victoria.james@urc.org.uk
Action required	Approve the proposed changes to the committee membership and to the committee structure. Approve the Terms of Reference.
Draft resolution(s)	Assembly Executive: <ol style="list-style-type: none">1. Agrees the revised membership of the Resources committee. Such membership to be Convenor, Treasurer, Deputy Treasurer, Chief Operating Officer, Chief Finance Officer plus 6 further members covering Finance (2), HR (1), Properties (1), Comms (1) and compliance/health and safety/ GDPR (1).2. Agrees to the Remuneration Committee continuing as a sub-committee of the Resources Committee.3. Adopts the Terms of Reference for the Resources Committee and the Remuneration Committee.

Summary of content

Subject and aim(s)

Agree the Terms of Reference for the Resources Committee (and its Remuneration subcommittee)

Previous relevant documents	URC Trust and the Resources Committee. This in turn will enable the committee to begin its work after General Assembly 2024 as envisaged by the original Resolutions. General Assembly 2023 – Paper N2, Resolutions 59,60 and 61.
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relation to HR, Property and Communications are less confident in matters of a technical finance nature which puts increased reliance on the finance specialist beyond the ex officio members. A further outworking could be that if that member sends apologies

Appendix 1

Resources Committee Terms ou

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 and 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 'managemen5 (r)-3pas esup

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and monitoring of a suite of policies covering all operational and compliance areas, including but not limited to Health and 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.

Appendix 2

Remuneration Committee Terms of Reference

Sub-committee

Remuneration Committee

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.

If external professional advice is deemed necessary by this Committee, it would need to seek authority from the Resources Committee.

The COO shall be responsible for ensuring appropriate information flow into the Resources Committee and out to staff (collectively or individual) as necessary.

Appendix 3

Resources and Remuneration Committees – meeting cycle

Items with papers are to fall into the following categories:

Information (I) – ie submitted for information and questions taken but not detailed discussion or decision

Decision (D) – paper on which decisions are needed

Conversation (C) – papers seeking a steer for further work.

Resources Committee

Month of Meeting	February (10am -3pm) Online	May (10am-1pm) online
HR and Remuneration Helen in attendance	New posts/revised JD (D) Increases in contractual hours (D) Receive Remuneration Committee summary (I)	
Finance	Legacy Fund Update (I) Building Fund Update (I) Pensions Committee Update (I) Management Accounts 31 December (I) Audit Plan (I) Confirm plan for Annual Treasurers' Day (C)	Pensions Committee Update (I) Management accounts 31 March (I) Annual Accounts and Reserves policy (D) Meet with auditors (C&D) Budget steer (C&D)
Central Properties Mary in attendance	Sales and Acquisitions (I&D) Maintenance (I&D) Compliance (I)	
Communications Andy in attendance		Strategy Planning (D) Work updates (I)
Operational Items Mary, Fred, Nic, Shahera in attendance	CH and Facilities Update (I) IT Update (I) Compliance Update (I) Records and Archives annual update (I)	
Overarching Matters		

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Month of
Meeting

November (10am -1pm) online

December (10am -1pm) online
Needs to meet in first week of
December (absolute deadline for
providing payroll changes is 12 for

