

## **East of England Development Agency**

### **Terms of Reference for the Performance & Resources Committee**

#### **Constitution**

1. As of 1 September 2003 the Board hereby resolves to establish a committee of the Board to be known as the Resources Committee, subsequently the Performance & Resources Committee.

#### **Membership**

2. The committee shall be appointed by the Board, and shall consist of at least two Board members, but shall not include members of the Audit Committee. The committee shall be chaired by a Board member elected annually at the first meeting of the committee and have a designated deputy chair elected annually at the first meeting of the committee.
3. A quorum of the committee shall be two members, all of whom shall be Board members, the Chair of the committee may authorise substitute Board members where appropriate.
4. Board members who are not members of the Resources Committee shall have the right of attendance where appropriate.

#### **Attendance at Meetings**

5. The Chief Executive, as Accounting Officer, the Deputy Accounting Officer and other Executive Directors as required may attend the meetings. Other EEDA employees will be invited to attend as appropriate. The Chair of the committee may authorise the attendance of outside guests where appropriate.

#### **Frequency of Meetings**

6. The Chair of the committee may call meetings if circumstances make it advisable.

#### **Authority**

7. The committee is authorised by the Board to investigate any activity within its duties. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any requests made by the committee.

8. The committee is authorised by the Board to obtain outside legal or other independent professional advice at EEDA's expense and to secure the attendance of outsiders with experience and expertise if it considers this necessary. The Board shall be informed if this is done.

## **Duties**

9. The duties of the committee shall be:

1. To consider and make recommendations to the EEDA Board on performance & resource policy/strategy issues, including:
  - a. performance management arrangements
2. To decide performance & resource matters on behalf of the EEDA Board, including
  - a. approval of write-off of losses within delegated limits
  - b. approval and monitoring of scorecard performance targets and outcomes
3. To consider and make recommendations to the EEDA board on the financial and output performance of the Agency, including ensuring that calculations of GVA and other key performance metrics in accordance with best practice and nationally agreed standards.
4. To approve and EEDA's Value for Money Plan .
5. To monitor EEDA's administrative budget and expenditure.
6. To approve and monitor EEDA's arrangements for data security and information management.
7. To approve and monitor EEDA's health and safety arrangements and to review any associated key risks or significant incidents
8. To make minor amendments to the Agency's approved budget within delegated limits and to recommend to the Board any changes to the approved budget which exceed the delegated limits

## **Reporting Procedures**

10. Papers can be e-mailed to Committee members for comment and decision in between scheduled Committee meetings. The use of this procedure must be authorised by the appropriate Head of Service, and the documents will be uploaded and published on the EEDA website along with all the papers for the next scheduled meeting of the Committee, unless confidential.

11. A summary of the decisions of the Committee will be reported to the Board directly following the meeting. The agreed minutes of the Committee will be reported to the next meeting of the Board.
  
12. Hard copies of papers for the Committee will be distributed to all Board members on the Committee at least 5 days prior to the meeting and electronic copies will be e-mailed to all other Board members for their information. A summary paper will be submitted, listing the papers circulated in between formal Committee meetings and where relevant, Board members' comments.

### **Terms of Appointment**

13. Board members shall be appointed to the Committee for fixed terms until the abolition of the agency.

### **Chair's Action**

14. The Chair shall be authorised to deal with matters of an urgent nature on behalf of the Committee, and any decisions taken will be reported to the next meeting of the Committee.

### **Review of Terms of Reference**

15. The Committee shall review these Terms of Reference at least annually and update them as required.