

# Finance Committee – Terms of Reference

October 2024 – updated July 2025

<b>PURPOSE:</b> To review, and hold the Senior Management Team to account for, financial and operational performance and planning	
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>Review Business and financial plans, financial planning and future years' budgets.</li> <li>Review monthly management accounts, including in-year budgets and forecast year ends; consider remedial options and recommend actions.</li> <li>Review Key Performance Indicators (KPIs) and investigate adverse trends.</li> <li>Review and verify financial reporting against Arts Council grant requirements and consider and comment on financial implications of Hub Board recommendations.</li> <li>Review the company's annual report, accounting policies and financial accounts</li> <li>Review the financial and operational risks</li> </ul>	
<b>Inputs/outputs</b>	
<b>Inputs</b>	Management accounts and end-of year forecasts (minimum bi-monthly) Finance and operational reporting Draft annual report and financial accounts (annually) Financial plans, budgets and forecasts (as appropriate) Risk reviews and the risk register HLO reporting to ACE and recommendations of the Hub Board
<b>Outputs</b>	Reports to the next Board meeting.
<b>Decision-making authority</b>	
<ul style="list-style-type: none"> <li>Approval and recommendation to the Board of the monthly management accounts, cashflows and required management actions for adverse variance to plan, including compliance with Arts Council financial reporting requirements.</li> <li>Approval and recommendation to the Board of the annual budget</li> <li>Approval and recommendation to the Board of governance documents and controls.</li> <li>Recommendation to the Board of the adoption of annual audited accounts.</li> </ul>	
<b>Committee members</b>	
<b>Appointed persons</b>	Trevor Shipman (committee chair – stepping down November 2025) Clive Gresham Position Vacant (July 2025)
<b>CEO</b>	Peter Smalley (To Oct 2025) Charlotte Buxton (From Sept 2025)
<b>Director of Finance</b>	Claire Seymour
<b>Quorum</b>	The meeting shall be quorate with 2 appointed persons plus 1 of either the CEO or the Director of Finance
<b>Term of Office</b>	Committee members should serve for three years following which, they may be re-appointed if the Board so approve
<b>Meetings</b>	
The Committee will normally meet in person or virtually a minimum of every two months up to one week prior to the Board meeting. Papers will be circulated to Committee members at least 5 working days before the Committee meeting. Minutes and Agreed actions will be circulated to Committee members within 5 working days of the meeting taking place.	
Ad-hoc meetings of the Committee may be called by the chairman of the committee or by the CEO by giving suitable notice.	
These terms of reference should be reviewed every two years. <i>They were reviewed in October 2024. Updated July 2025.</i> <i>The next scheduled review is October 2026</i>	