

Board sub-committees

In carrying out its duties, the Board is supported by two sub-committees, responsible for either carrying out a specifically delegated function of the Board or providing advice to the Board on areas requiring more in-depth and specialist analysis.

Audit Risk & Corporate Governance Committee responsibilities:

- ensuring the company complies with the legal obligations to produce the annual director's report and year-end financial statements, providing feedback to the Board on the draft audited accounts
- managing the internal and external audit processes
- dealing with matters relating to risk management
- reviewing the accounting policies for the business
- reviewing the internal financial control and compliance systems in place, including the delegation scheme and whistleblowing policy
- ensuring compliance with UK and EU data protection law, in particular the GDPR 2018
- considering the policy of the collection arrangements of the levy
- considering the security audit of IT systems and infrastructure
- reviewing the business continuity, cyber security, disaster recovery plans and insurance arrangements
- reviewing the corporate governance arrangements and making recommendations to the Board
- undertaking a review of the policies and procedures on counter fraud, anti-bribery and corruption and ensuring an accountable individual is nominated and discharges his/her responsibilities in accordance with the Government Standards on counter fraud
- evaluating the work and performance of the Committee

Resources Committee responsibilities:

- overseeing policies on financial matters; supervising long term and strategic financial planning,

the annual business plan and budget process and approval of management accounts

- overseeing the funding strategy policy and adequacy of funding arrangements
- overseeing HR policies and advising the Board accordingly
- scrutinising performance management data for all aspects of the company's core and business activities
- reviewing general office overheads, organisational design and structure
- undertaking reviews on non-Executive Director and senior Executive development, training and succession planning
- overseeing arrangements for the appointment of designated senior Executive posts and acting as appellant in staffing matters
- evaluating the work and performance of the Committee