

**THE TERMS OF REFERENCE OF COMMITTEES OF THE CORPORATION**

APPROVED BY THE CORPORATION

JULY 2018

- Academic Planning and Quality Committee
- Appeal Committee
- Audit Committee
- Finance and General Purposes Committee
- Personnel Committee
- Remuneration Committee
- Search and Governance Committee

## **ACADEMIC PLANNING AND QUALITY COMMITTEE**

### **1. Membership**

- 1.1 Membership of the Committee shall be at least five governor members, including, as far as possible, a parent governor, a staff governor and a student governor.
- 1.2 Additional independent members with relevant experience may be co-opted to the Committee. The total number of co-opted non-governors should not exceed the total number of full governor members of the Committee. Co-opted non-governors, although counting towards quoracy of the Committee, may not act as chairperson.
- 1.3 The membership of the Committee will be reviewed annually by the Search Committee for Corporation approval.

### **2. In attendance by invitation**

Senior Managers and other members of staff as required.

### **3. Proceedings:**

- 3.1 The Chairman and Vice-Chairman of the Committee shall be appointed biennially by the last full meeting of the Governing Body for the following academic year and must be Governors of the College. Co-opted committee members, the Principal, Staff and Student Members will not be eligible to be appointed as Chair of a Committee. On the expiry of their term of office, such Chairman or Vice-Chairman shall be eligible for re-appointment.
- 3.2 A quorum shall be three members including co-opted governors. If it is anticipated that a meeting of the Committee will not be quorate, another Governor member may be asked by the Chair of Corporation to join that particular meeting of the Committee.
- 3.3 The Committee shall normally meet at least five times per annum. Other meetings may take place as and when necessary. .
- 3.4 The Committee may amend its terms of reference at any time subject to approval by the Corporation and reported to the Corporation.
- 3.5 The Committee shall present a written report to the next Corporation meeting following each committee meeting.

### **4. Duties**

- 4.1 To lead the development of the Corporation's understanding of teaching, learning and assessment, including the way in which the Corporation receives and understands the Learner Voice
- 4.2 To monitor curriculum development in relation to that outlined in the strategic development plan and in relation to recent directives concerning English, Maths and Study Programmes.
- 4.3 To monitor the College's position on the DfE Comparison Tool in keeping with its quality improvement plan and strategic drivers.

<https://www.compare-school-performance.service.gov.uk>

- 4.4 To review and monitor headline targets set to deliver excellence for retention, achievement and success rates and academic well being of students, using where appropriate benchmarks, trend data, student and employer feedback and other comparators.
- 4.5 To agree and monitor the College's arrangements for self-assessment,
- to receive and review the College's annual self-assessment report, via mid-year action plans,
  - to monitor the College's progress with its self-assessment quality improvement plan.
- 4.6 To monitor College progress with implementation of inspection frameworks.
- To lead and monitor the quality and the holistic nature of the entire student journey, from pre-entry, through admission, study support and successful completion of programmes, in order to progress to further study or employment.
- 4.7 To develop and monitor the College's progress with its quality strategy.
- 4.8 To monitor the College's policies for Diversity and Equality and monitor progress with their implementation.
- 4.9 To monitor the College's policies associated with Safeguarding and keep up to date with relevant legislation
- 4.10 To maintain awareness of College policies associated with providing financial support to students

# APPEALS COMMITTEE

## Terms of Reference and Notes of Guidance

### 1. Purpose

- 1.1 To provide an appeal mechanism for dealing with any disciplinary, redundancy, grievance or complaint that arises following the normal procedures adopted by the College.

### 2. Objectives

- 2.1 To consider each specific ground of the appeal raised. To examine all the written and oral evidence presented by both parties to decide whether the appeal is upheld or not.

### 3. Membership

- 3.1 The Appeals Committee shall consist of at least three eligible governors. Every governor, other than the Principal, staff and student governor(s), is eligible for membership.
- 3.2 Appeal Panel members should be totally impartial. Anyone with prior involvement in the matter may not be involved in making decisions at any appeal hearing.
- 3.3 The Appeals Committee will have HR advice at all meetings. The advisor is not eligible to vote.

### 4. Attendance at the hearing

- 4.1 The employee must attend in person. If they fail to attend without just cause the Appeals Committee may decide to proceed in his or her absence. Only legitimate reasons for non-attendance will be accepted, such as sickness supported by a medical certificate. The medical evidence must indicate whether or not the employee is fit to attend a hearing or not.

### 5. Proceedings

- 5.1 Quorum  
Three governors
- 5.2 Meetings  
The Appeals Committee shall meet on an 'as required' basis.
- 5.3 Chair  
The Appeals Committee shall agree a chair for each meeting in advance of the meeting.
- 5.4 Clerking  
The Clerk to the Appeals Committee must be a person who is not a governor of the College or the Principal.

### 6. Decisions and Accountability

- 6.1 Any decisions shall be made by a simple majority.
- 6.2 The hearing may be adjourned if it becomes apparent that further investigations or further clarification is needed; agreement will be sought from both parties with regards to timescale as detailed in the relevant procedure.
- 6.3 The Appeal Committee has delegated powers to act on behalf of the Corporation in relation to the defined terms of reference and any decision(s) made by the Appeal Committee will be final, notwithstanding the employee's right in law.

- 6.4 The outcome of the appeal should be conveyed to the appellant in writing in a timely manner as detailed in the relevant procedure

# AUDIT COMMITTEE

## 1. General

The Financial Memorandum requires Colleges to establish an Audit Committee to determine or advise on such matters relating to audit as the Governing Body may remit to them. The RHC Instrument and Articles of Government require the Corporation to establish an Audit Committee

These terms of reference comply with, and include where appropriate, reference to the Audit Code of Practice.

## 2. Objectives

The Audit Committee is responsible for the provision of independent and authoritative advice to the Governing Body on the adequacy and effectiveness of the College's internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money).

## 3. Membership

Membership of the Audit Committee shall be at least four governor members appointed annually and **should not**<sup>1</sup> include members of staff.

- 3.1 Up to two additional independent members with relevant experience may be co-opted to the Committee. Any such co-opted non-governor member will count in determining the quoracy of meetings of the Committee. Co-opted committee members, will not be eligible to be appointed as Chair of a Committee.
- 3.2 The Principal and other senior post holders shall not be members of the Committee but may be in attendance. The Committee shall not include within its membership the Chairman of the Governing Body.
- 3.3 The Audit Committee must ensure that it maintains its independence in the appointment of members to the Committee. Members of this Committee may not also serve on any committee which exercises any function in relation to the College's financial transactions [Finance and General Purposes and Remuneration]
- 3.4 Governors who are not members of the Committee have the right to attend meetings except where the Committee goes into confidential session.
- 3.5 The membership of the Committee will be reviewed annually by the Search Committee for Corporation approval.
- 3.6 Collectively, the membership of the Audit Committee must have a range of skills and recent experience relevant to risk, governance, finance, audit, assurance and control.
- 3.7 At least two governor members of the Committee must have relevant financial expertise and experience.

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<sup>1</sup> Clarification in updated version of Post 16 Audit Code of Practice 2017-18

#### **4. Attendance by invitation**

- 4.1 The Principal, Director of Finance and other members of staff as required.
- 4.2 The College's Financial Statements auditor and Funding Auditor have a right to attend meetings of the Committee and should be present when any report from them is being considered. Other providers of audit and assurance services to the College will also be in attendance when any report from them is being considered

#### **5. Proceedings**

- 5.1 The Chairman and Vice Chairman of the Committee shall be appointed biennially by the last full meeting of the Governing Body for the following academic year and should be Governors of the College. On the expiry of their term of office, such Chairman or Vice-Chairman shall be eligible for re-appointment.
- 5.2 A quorum shall be three members to include governor and co-opted non-governors. If it is anticipated that a meeting of the Committee will not be quorate, another governor member may be asked to join that particular meeting of the Committee, subject to the proviso that that any member of the Audit Committee may not also serve on any committee which exercises any function in relation to the College's financial transactions.
- 5.3 The Committee shall normally meet at least once a term. In addition, it will hold an annual joint meeting with the Finance and General Purposes Committee at the time of consideration of the Members' Report and Annual Financial Statements and Management Letter/Report of the External Audit Service.
- 5.4 The Committee may recommend amendments to its terms of reference to the Governing Body at any time.
- 5.5 Only members of the Committee have the right to vote whether co-optee or full member.
- 5.6 The Committee shall be serviced by a person without financial responsibilities at senior level, normally the Clerk to the Governing Body.
- 5.7 The internal auditor, where appointed, shall be entitled to attend and speak at all meetings of the Committee as shall the financial statements auditors where business relevant to them is being discussed.
- 5.8 Senior managers should also be invited to attend meetings of the Committee, particularly where their area of responsibility is under discussion, and shall be entitled speak at such meetings.
- 5.9 The Committee may invite the Governing Body's advisers or other third parties to attend meetings of the Committee as appropriate.

- 5.10 The internal auditor or financial statements auditor may request a meeting of the Committee if they consider that one is necessary and the Committee will endeavour to comply with such requests.
- 5.11 The Committee shall be entitled to go into confidential session and exclude any, or all, participants and observers, except the Clerk. When the Audit Committee exercises this right, the rules relating to quoracy must be observed.
- 5.12 The Committee shall be granted rights of access to obtain all the information it considers necessary from whatever source to fulfil its remit.
- 5.13 The Committee shall present a written report to the next Corporation meeting following each Committee meeting, and an annual report to the December meeting of the Corporation.

## **6. Duties and Functions**

- 6.1 To advise the Corporation on the comprehensiveness and effectiveness of the College assurance framework. The Audit Committee must not be required to adopt an executive role.
- 6.2 To advise and support the Corporation in fulfilling its roles and responsibilities, including the Corporation's responsibility for providing the assurances required in the Statement of Corporate Governance and Internal Control in the annual financial statements.
- 6.3 To assess and provide the Corporation with an opinion on the adequacy and effectiveness of the College audit arrangements, framework of governance, risk management and control and processes for securing economy, efficiency and effectiveness
- 6.4 To advise the Corporation on the appointment, reappointment, dismissal and remuneration of the financial statements and regularity auditors and other assurance providers, including internal auditors, and establish that all such assurance providers adhere to relevant professional standards. When there is no provision for an internal audit service, to annually review whether such provision is required in order to explain the absence in the Members' Report and Financial Statements.
- 6.5 To advise the Corporation on the provision of any additional services by the financial statements, regularity and other audit and assurance providers, and to explain how independence and objectivity have been safeguarded
- 6.6 To advise the Corporation on matters of internal control and other issues included in the management letters and reports of the financial statements and regularity auditor, and of any reports submitted by other providers of audit and assurance services to the College
- 6.7 To monitor, within an agreed time-scale, the implementation of recommendations arising from the management letters and reports of the financial statements and regularity auditor, and of any reports submitted by other providers of audit and assurance services to the College.
- 6.8 To consider and advise the Corporation on relevant reports by the National Audit Office, the appropriate funding agencies, and where appropriate management's response to these.

- 6.9 To establish, in conjunction with College senior managers, relevant annual performance measures and indicators, and to monitor the effectiveness of the financial statements and regularity auditor and any other provider of audit and assurance services to the College. Through scrutiny of these performance measures, the Audit Committee must decide whether a competition for price and quality of the audit service is appropriate.
- 6.10 To produce an annual report for the Corporation. The annual report must summarise the Committee's activities relating to the financial year under review, including any significant issues arising up to the date of preparation of the report. It must include the Committee's view of its own effectiveness and how it has fulfilled its terms of reference. The report must include the Audit Committee's opinion on the adequacy and effectiveness of the College audit arrangements, its framework of governance, risk management and control and its processes for securing economy, efficiency and effectiveness. The annual report must be submitted to the Corporation before the Statement of Corporate Governance and Internal Control in the accounts is signed. A copy of the Audit Committee's annual report must be submitted to the relevant funding body with the annual accounts.
- 6.11 To oversee the College policies on fraud and irregularity and whistleblowing and ensure the proper, proportionate and independent investigation of all allegations and instances of fraud and irregularity; that investigation outcomes are reported to the Audit Committee; that the external auditors (and internal auditors where appointed) have been informed, and that appropriate follow-up action has been planned/actioned and that all significant cases of fraud or suspected fraud or irregularity are reported to the Chief Executive of the appropriate funding agency.
- All cases of fraud must be reported to the Audit Committee with a standing agenda item. A Fraud register with attempted and actual fraud is maintained by the College Finance Team.
- 6.12 The Committee must have the right to investigate any activity within its terms of reference. This Committee has the right to access all the information and explanations it considers necessary from whatever source, to fulfil its remit.
- 6.13 To consider and recommend, together with the Finance and General Purposes Committee, the annual Financial statements and related paperwork to the Governing Body for approval (within appropriate guidelines).
- 6.14 To ensure that all of the above are conducted in accordance with the minimum schedule of business stated in the Audit Code of Practice.

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

### **1. Membership**

- 1.1 Membership of the Committee shall have at least four members (see Financial Regulations).
- 1.2 Additional independent members with relevant experience may be co-opted to the Committee. The total number of co-opted non-governor members should not exceed the total number of full governor members of the Committee. Co-opted non-governors, may count towards quoracy of the Committee.
- 1.3 The Principal shall be a member of the Committee.
- 1.4 Staff members may be included in the membership of the Committee. The Committee must pay due regard to any potential conflict of interests which may result from a staff member's attendance at the meeting. The Instrument and Articles of Government set out these rules, particularly in relation to pay and the supply of work or goods to the institution.
- 1.5 No member of the Committee may also serve on the Audit Committee.
- 1.6 The membership of the Committee will be reviewed annually by the Search Committee for Corporation approval.

### **2. Attendance by Invitation**

- 2.1 Director of Finance and Senior Managers as required.
- 2.2 External Audit Service Representative.

### **3. Proceedings**

- 3.1 The Chairman and Vice Chairman of the Committee shall be appointed biennially by the last full governing body for the academic year and must be Governors of the College. On the expiry of their term of office, such Chairman or Vice- Chairman shall be eligible for re-appointment. Co-opted committee members, the Principal, and Staff Members will not be eligible to be appointed as Chair of a Committee.
- 3.2 A quorum shall be three governor members, excluding the Staff Member. Should the quoracy of any meeting of the Committee be at risk, the Chair of the Corporation may at their discretion ask other members of the Corporation who are not members of the Committee to attend that meeting. That member may not be a member of the Audit Committee.
- 3.3 The Committee shall normally meet at least once each term,. In addition, the Committee will also hold an annual joint meeting with the Audit Committee at the time of consideration of the Members' Report and Annual Financial Statements and Management Letter/Report of the External Audit Service.

- 3.4 The Committee may amend its terms of reference at any time subject to approval by the Committee and reported to the Corporation.
- 3.5 The Committee shall present a written report to the next Corporation meeting following each Committee meeting.
- 3.6 The Chair of the Committee must immediately inform the Chair of the Audit Committee, if there is any concern of a material nature which will affect the health and safety of anyone associated with the College, any financial, risk management, or reputational aspect of a capital project or the work of the College.

#### **4. Duties**

- 4.1 To consider in detail the annual estimates of income and expenditure prepared by the Principal, and to make recommendations to the Corporation.
- 4.2 To monitor the management of income and expenditure to ensure compliance with the budget to ensure the sound financial health of the College and to ensure that appropriate policies and regulations are in place to achieve this.
- 4.3 To monitor budgetary and progress reports on the management of income and expenditure to ensure that any capital project is in line with budget and that it will be completed within the agreed timescale.
- 4.4 To recommend the College's investment and borrowing policies.
- 4.5 To review arrangements for safeguarding the assets of the College including estates contracts and income generation.
- 4.6 To approve virement between budget headings.
- 4.7 To recommend policy in relation to tuition and other fees.
- 4.8 To monitor the work of the College solicitor and other professional consultants.
- 4.9 To monitor estates management arrangements, health and safety aspects relating to capital projects, including recommendation of the College policy and other matters in relation to health and safety.
- 4.10 To monitor the procurement, deployment, maintenance and care of all buildings, grounds, furniture and equipment.
- 4.11 To receive project appraisals on the priorities and costs of planned capital projects and maintenance and to agree the allocation of funding works within the agreed budget.
- 4.12 To monitor the acquisition, reclamation, enhancement or laying out of land, or the acquisition, construction, preparation, enhancement, replacement or refurbishment of buildings and other structures.
- 4.13 To review the business of the meeting to ensure that any emerging risks have been identified for inclusion on the risk register, including aspects relating to capital projects.

- 4.14 To consider and recommend to the Corporation the annual financial statements for approval.
- 4.15 To annually consider and recommend to the Corporation for approval the College accounting policies as stated in the annual financial statements and College Financial Regulations

## **5. Authority**

- 5.1 To approve contracts/agreements within the Committee's financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
- 5.2 To make recommendations to the Corporation on contracts/agreements outside the Committee's financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
- 5.3 To approve projects/capital expenditure within the Committee's financial authority as set out in the College Financial Regulations Scheme of Financial Delegation and act within powers delegated by the Corporation
- 5.4 To make recommendations to the Corporation on projects/capital expenditure outside the Committee's financial authority as set out in the College Financial Regulations' Scheme of Financial Delegation.

## PERSONNEL COMMITTEE

### 1. Membership

- 1.1 Membership of the Committee shall have at least four members.
- 1.2 Additional independent members with relevant experience may be co-opted to the Committee. The total number of co-opted non-governor members should not exceed the total number of full governor members of the Committee. Co-opted non-governors, although counting towards quoracy of the Committee, may not normally act as chairperson.
- 1.3 The Principal shall be a member of the Committee.
- 1.4 Student Members may not serve on the Committee.
- 1.5 Staff members may attend all meetings of the Committee on the understanding that they will be excluded from any discussion relating to an individual member of staff. The Instruments and Articles of Government apply in respect of the voting rights of a Staff Member in respect of pay and conditions.

#### **Extract from the Instrument and Articles (Instrument Clause 10(5) - Members not to hold interests in matters relating to the institution)**

(5) Where the matter under consideration by the Corporation or any of its committees relates to the pay and conditions of all staff, or all staff in a particular class, a staff member—

- (a) need not disclose a financial interest; and
  - (b) may take part in the consideration of the matter, vote on any question with respect to it and count towards the quorum present at that meeting, provided that in so doing, the staff member acts in the best interests of the Corporation as a whole and does not seek to represent the interests of any other person or body, but
  - (c) shall withdraw from the meeting if the matter is under negotiation with staff and the staff member is representing any of the staff concerned in those negotiations.
- 1.6 The membership of the Committee will be reviewed annually by the Search Committee for Corporation approval.

### 2. Attendance by Invitation

The Personnel Director and other Senior Staff as required.

### **3. Proceedings**

- 3.1 The Chairman and Vice Chairman of the Committee shall be appointed biennially by the last full governing body for the academic year and should be Governors of the College. On the expiry of their term of office, such Chairman or Vice- Chairman shall be eligible for re-appointment. Co-opted committee members, the Principal, and Staff Members will not be eligible to be appointed as Chair of a Committee.
- 3.2 A quorum shall be three governor members. Should the quoracy of any meeting of the Committee be at risk, the Chair of the Corporation may at his discretion ask other members of the Corporation who are not members of the Committee to attend that meeting.
- 3.3 The Committee shall normally meet at least once per term.
- 3.4 The Committee may amend its terms of reference at any time subject to approval by the Committee and reported to the Corporation.
- 3.5 The Committee shall present a written report to the next Corporation meeting following each Committee meeting.

### **4. Duties**

- 4.1 To advise the Corporation on a framework for pay and conditions for staff [excluding senior post-holders];
- 4.2 To overview the staffing of the College within approved estimates of expenditure.
- 4.3 To overview professional review and development (PRAD) procedures and the annual staff training and development plan.
- 4.4 To review and monitor key Human Resources policies such as staff pay, equalities and personnel; to advise on key procedures such as grievance, discipline, redundancy and capability; and to review and monitor codes of conduct of staff.
- 4.5 To review the profile of staff salaries against external benchmarks and to report accordingly to the Governing Body.

## **REMUNERATION COMMITTEE**

### **1. Membership**

- 1.1 Membership of the Committee shall have three governor members.
- 1.2 The Principal shall not be a member of the Committee.
- 1.3 The Chair of the Corporation shall be a member of the Committee.
- 1.4 Staff and Student Members may not serve on the Committee.
- 1.5 The Clerk to the Corporation will attend meetings of the Committee.

The Clerk will withdraw from meetings of the Committee when the discussion relates to the terms of appointment/professional review and development of the Clerk.

1.4.1 The Clerk to the Corporation will not be in attendance at any personal review meeting in respect of the post of Principal or other senior post holders

1.4.2 The Clerk to the Corporation may be asked to withdraw from a meeting when there is a majority vote from those members present requesting this

1.4.3 If the Clerk to the Corporation has been asked to withdraw from any meeting, one of the members present must make a record of the business of that part of the meeting and pass the record to the Clerk for retention with other meeting papers. The Clerk should normally receive this record within seven days of the meeting

- 1.6 The membership of the Committee will be reviewed annually by the Search Committee for Corporation approval.

### **2. Attendance by Invitation**

The Principal, other SPH and HR Director.

### **3. Proceedings**

- 3.1 The Chairman and Vice- Chairman of the Committee shall be appointed biennially by the last full governing body for the academic year and must be Governors of the College. On the expiry of their term of office, such Chairman or Vice- Chairman shall be eligible for re-appointment.
- 3.2 Meetings of the Committee shall be quorate if all members are present.
- 3.3 The Committee shall normally meet at least once per year, and as at other times as necessary.
- 3.4 The Committee may amend its terms of reference at any time subject to approval by the Committee and reported to the Corporation.

- 3.5 The Committee shall present a written report to the Corporation at least once per year, and as at other times as necessary.

#### **4. Duties**

- 4.1 To undertake the annual performance/professional review and development of the Principal, including the setting of targets.
- 4.2 To monitor the annual performance/professional review and development of senior post holders, including the setting of targets.
- 4.3 To undertake the annual performance/professional review and development of the Clerk to the Corporation, including the setting of targets.
- 4.4 To advise and recommend to the Corporation the remuneration, conditions of service and annual performance targets for the Principal, designated senior post-holders and the Clerk to the Corporation.

## **SEARCH AND GOVERNANCE COMMITTEE**

### **1. Membership**

- 1.1 Membership of the Committee shall have at least four members.
- 1.2 Additional independent members with relevant experience may be co-opted to the Committee. The total number of co-opted non-governor members should not exceed the total number of full governor members of the Committee. Co-opted non-governors, although counting towards quoracy of the Committee, may not normally act as chairperson. If it is anticipated that a meeting of the Committee will not be quorate, another governor member may be asked to join that particular meeting of the Committee.
- 1.3 The Principal shall be a member of the Committee.
- 1.4 The membership of the Committee will be reviewed annually by the Search Committee for Corporation approval.

### **2. Attendance by Invitation**

The Principal, Personnel Director and other staff as required.

### **3. Proceedings**

- 3.1 The Chairman and Vice Chairman of the Committee shall be appointed biennially by the last full governing body for the academic year and should be Governors of the College. On the expiry of their term of office, such Chairman or Vice- Chairman shall be eligible for re-appointment. Co-opted committee members, Staff and Student Members will not be eligible to be appointed as Chair of a Committee.
- 3.6 Meetings of the Committee shall be quorate if three members are present.
- 3.7 The Committee shall normally meet at least once per term.
- 3.8 The Committee may amend its terms of reference at any time subject to approval by the Committee and reported to the Corporation.
- 3.9 The Committee shall present a written report to the next meeting of the Corporation following each Committee meeting.
- 3.10 The Committee shall make the following documents available to the public:
  - 3.10.1 the procedures for appointment of governors;
  - 3.10.2 its advice to the Corporation about appointments to the membership; and
  - 3.10.3 the terms of reference of the Committee.

### **4. Duties**

- 4.1 To review and recommend to the Corporation the procedures to be used whereby candidates are nominated for appointment [including re-appointment] to the Corporation.

- 4.2 To oversee the appointment process and make recommendations to the Corporation in respect of any appointment to its membership.
- 4.3 To monitor the composition of the Corporation and the balance of expertise and experience available and required among its members.
- 4.4 To review and monitor the induction and training of Corporation members.
- 4.5 To monitor and develop succession planning in respect of membership of the Corporation.
- 4.6 To review and make recommendations to the Corporation in respect of provision within the Instrument and Articles of Government. To ensure that Foundation Trustees are appropriately consulted about any recommendation for change and that appropriate approval is obtained.
- 4.7 To review and make recommendations to the Corporation in respect of the operation of governance.
- 4.8 To review and make recommendations to the Corporation in respect of performance targets for governance.
- 4.9 To oversee the governance self-assessment process and to prepare a Self-Assessment Report and action plan for recommendation to the Corporation.
- 4.10 To monitor progress in respect of the governance self-assessment report action plan, referring to other Committees of the Corporation as necessary