



JCCP Policy and Resources (P&R) Committee Terms of Reference

1. Functions & Duties

The P&R Committee will carry out the following functions subject to approval by the JCCP Board of Trustees as and when required:

Finance

- Overall management and development of the JCCP Business and Finance Plan (the plan to be approved by the JCCP Management Board of Trustees on an annual basis)
- Appointment of JCCP Auditors
- Monitoring of the JCCP financial performance on a quarterly basis

Policy

- Development and review of JCCP policies and procedures
- Coordination of JCCP policy and research activities
- Ensure that the JCCP is compliant with all aspects of the Data Protection Act, Equal Opportunity Legislation and all matters with regard to the conditions set for Charitable Status
- Development and updating of the JCCP Risk Register on an Annual basis
- Development and maintenance of the JCCP Business Continuity Plan
- Development and management of the JCCP Marketing, Communications and PR Strategy and Plan

IT



- Development and updating of the JCCP IT strategy and infrastructure
- Management of the JCCP contracts with IT and system/technology providers
- Management of the JCCP It infrastructure

2. Membership

The P&R Committee will have a Chair appointed by the JCCP Management Board of Trustees.

The Chair of the P&R Committee will have an automatic voting place on the JCCP Management Board of Trustees.

The P&R Committee will consist of a maximum of 8 members to include the Chair and a Vice Chair.

At least one member of the P&R Committee must be qualified accountant registered with a recognised professional body (ACCA etc).

The Vice Chair of the P&R Committee to be elected by members of the P&R Committee by majority decision.

Membership of the P&R Committee to be determined by the Chair of the P&R Committee and agreed by the JCCP Management Board of Trustees.

The P&R Committee will have the capacity to co-opt further non-voting members to the Board by agreement of the majority of the P&R Committee.

The Chair of the P&R - Committee will serve for a period of 2 years from the date of appointment and will be able to be reappointed again for a further period of 2 years as a maximum subject to the approval of the JCCP Management Board of Trustees.

3. Meetings

The P&R Committee shall meet at least 4 times a year and may hold additional remote meetings using telephone conference or internet technology as agreed by the Board.

The quorum for a meeting shall be 5.

All P&R Committee members shall be given at least 14 days notice of a meeting unless it is deemed an emergency meeting by the Chair.

Any member who fails to attend 2 consecutive meetings without an acceptable excuse shall lose his/her place on the P&R Committee.



Non-voting members of the P&R Committee may attend meetings as agreed by the Chair but will not be able to vote on any P&R Committee matters. Non-voting members can be excluded from the P&R Committee from discussion of matters if deemed to be inappropriate by the Chair.

All P&R Committee meetings must be minuted and available to all Trustees and to co-opted members at the discretion of the Chair.

4. Confidentiality

Members of the P&R Committee may become privy to information and materials in the conduct of their duties that are confidential in nature or restricted for wider distribution. Under these circumstances confidentiality should be maintained and failure to do so will result in removal of membership from the P&R Committee. All information and materials shared within the P&R Committee are assumed to be confidential, unless otherwise stated.

5. Working Groups

The P&R Committee may create working groups, permanent or temporary, to advance work outside of the regular meetings.

Working groups may consist of non-Council members in addition to Council members, as approved by the Committee Chair on behalf of the Council.