

Approved by the board of trustees on:

1. Composition, attendees, quorum and reporting

- The resources sub-committee will consist of not less than three trustees appointed by the board, and the chief executive.
- The chair of the resources sub-committee will be the treasurer.
- Any trustee not being a member of the resources sub-committee committee may attend a meeting of the resources sub-committee with prior agreement of the chair of the resources sub-committee/chair of trustees.
- The deputy chief executive and such other members of staff as the chair may require shall be in attendance of meetings.
- The resources sub-committee will report back at each board of trustees meeting. The resources sub-committee will ensure that an agreed written record of each of its meetings is forwarded to the Executive Committee.
- Until otherwise determined by the board of trustees, a quorum shall consist of two members of the sub-committee.

2. Overall responsibility

Take delegated responsibility on behalf of the board of trustees for overseeing all financial, human and physical resource aspects of the charity so as to ensure short and long term viability and report back to the board accordingly.

3. Main duties

3.1 Financial resources issues

- Ensure that the use of Community Southwark's resources is effectively and efficiently planned and controlled, and that the board of trustees has the financial information it needs to make good decisions.
- Ensure there is an effective financial planning/budgeting system and receive quarterly management accounts reports, monitor performance against approved budgets and recommend any necessary action.
- Report to and advise the board of trustees on such matters and advise the Chief Executive or Deputy Chief Executive on action not requiring the approval of the board of trustees.
- Monitor and advise the board of trustee on Community Southwark's fundraising strategy.
- Ensure that a risk management approach is adopted in line with any financial risks to the organisation.

- Ensure there are robust systems and policies for identifying, managing and reporting risk
- Ensure Community Southwark is appropriately and fully insured.
- Ensure that there is an appropriate annual external audit of Community Southwark's accounts to be presented to the AGM.
- Agree actions to be taken in light of the management letter from the external auditors.
- Undertake such other financial responsibilities as are delegated by the board of trustees.

3.2 Human Resources issues

- Assist the board of trustees in fulfilling its responsibility as a good employer by advising the board of trustees on human resources issues and dealing with appropriate delegated matters which do not need to come to the board of trustees.
- Consider reports from the Chief Executive and deputy Chief Executive on staffing, staffing structure and conditions of service of Community Southwark's staff, and report to and advise the board of trustees on such matters.
- Agree changes to existing terms and conditions of employment and approve any new HR policies in line with appropriate legislation and good employment practice.

3.3 Physical resources issues

- Ensure that physical resources are effectively and efficiently managed.
- Receive reports from the Deputy Chief Executive on Community Southwark's use of physical resources (buildings, equipment, etc).
- Report to and advise the board of trustees on such matters and advise the Deputy Chief Executive on action not requiring the approval of the board of trustees.

3.4 Health and Safety

- Ensure that Community Southwark complies with its legal health and safety obligations.
- Ensure there are appropriate health and safety policy and procedures which are regularly reviewed.
- Ensure there is a clearly identified Health and Safety Officer who receives appropriate training.
- Ensure that there are regular health and safety risk assessments and appropriate action plans agreed and implemented.
- Ensure that staff receive the appropriate health and safety training.

3.5 Legal requirements

- The resources sub-committee will adhere in all its deliberations to relevant legislation governing human resources issues and financial resources issues and will apply models of good practice in its work.