

**Bursars' Committee: Bursars' Business Committee**  
**Terms of reference**

**1. Purpose**

The Bursars' Business Committee was first constituted in 2009 (under the name at the time of the Standing Committee of the Bursars' Committee). The purposes of the Business Committee are:

- a. to provide a forum for the preparation of business not falling within the remit of any of the standing sub-committees;
- b. to provide for the small-group review of future strategy and of perceived impending challenges to the Colleges; and
- c. to support the Chair and Deputy Chair in setting the agenda of the Bursars' Committee and to monitor otherwise the passage of business through the Bursars' Committee.

**2. Standing**

The Bursars' Business Committee is a sub-committee of the Bursars' Committee. Business is conducted on a confidential basis.

The Business Committee has no power to make decisions binding on, or to represent the views of, any College: equally, the Business Committee is not subject to the direction or control of the Colleges, either jointly or severally.

In addition, the Business Committee does not have the authority to make decisions on behalf of the Bursars' Committee, except for the following categories:

- the appointment of members to any appointment committee of the Bursars' Committee;
- matters relating to the day-to-day operation of the Office of Intercollegiate Services Ltd.;
- the appointment of persons to review and investigate allegations of misconduct of an officer or representative of the Bursars' Committee.

Otherwise, all recommendations shall be provided to the Bursars' Committee in the form of written minutes and/or a written report for discussion and approval at the next convenient meeting of the Bursars' Committee, providing that the Chair has discretion to allow for a formal decision to be made by circulation to the Bursars' Committee.

Any advice provided to Colleges and other institutions, either through members of the Business Committee, or through staff of the Office of Intercollegiate Services or subsequently through the Bursars' Committee, is provided on the basis that the advice is offered without any warranty as to its accuracy and that no liability shall fall on the Committee or any of its officers or members for such advice.

### **3. Membership**

The Business Committee includes in its membership:

- a) the officers of the Bursars' Committee *ex officio*;
- b) four Bursars, elected by the Bursars' Committee, each for a term of three years and normally of a cycle of replacing one Bursar annually;
- c) one further Bursar, elected by the Bursars' Committee, for a term of three years with special responsibility for convening the Levies Panel;
- d) the Head of the Office of Intercollegiate Services *ex officio*.

The election procedures shall be agreed by the Bursars' Committee from time to time.

The Bursars' Committee may elect from time to time for membership of the Business Committee to include other members from other bodies, either on a fixed term or permanent basis.

#### Officers

The Chair of the Bursars' Committee shall serve as the Chair of the Bursars' Business Committee. The Business Committee appoint from among its members a Secretary to record the meetings.

#### Attendees

The Chair and/or Deputy Chair of the Sub-Committee, at his or her or their discretion, may permit other persons to attend all or part of one or more meetings, providing that permission has been sought in advance of any meeting. Attendees do not have voting rights.

### **4. Meetings of the Sub-Committee**

Meetings are convened by the Chair: the Business Committee meets at least once each Term. Notice of the date, time and place of meetings, and agenda and papers, is provided by the Chair or Deputy Chair, in a manner to be determined by him or her.

There is no quorum for the approval of business.

Attendance at the Committee may include remote attendance through teleconferencing or other mechanisms, providing it is clear that the members can contribute effectively to any discussion and vote.

In the absence of the Chair, the Chair will nominate another member of the Committee to chair that particular meeting. Otherwise, the Committee determines amongst those members present who chairs the meeting as its first item of business: this may be agreed by circulation in advance.

Decisions of the Committee are made wherever possible by consensus. In the event of a vote being required, a decision is carried on a simple majority of the members of the Committee present. In the event of a tie, the Chair carries an additional and deciding vote.

### **4. Conduct of business outside of meetings**

In exceptional circumstances, the Business Committee may agree to conduct business by circulation.

The Business Committee may also agree which matters it may wish to delegate to a single member of the Committee, to decide on its behalf. Any item of delegated business is reported on at its next meeting. The Business Committee may, at its discretion, set up (and otherwise suspend or disband) Working Groups, providing that these relate directly to the purposes of the Business Committee outlined above. The Business

Committee may establish the membership, terms of reference, and duration of any Working Group, and shall report on these at least annually to the Bursars' Committee.

## **5. Terms of reference**

The terms of reference of the Business Committee are approved by the Bursars' Committee: the Business Committee shall receive the terms of reference at least annually and may make recommendations to the Bursars' Committee on proposed changes at any time.

Last considered and approved by the Bursars' Committee on 30 June 2016.