



Capital & Investment Committee Terms of Reference

Mission

The Council of the University of Canterbury has established a Capital and Investment Committee to have planning and performance oversight of the University's major capital investments and financial planning, including making recommendations to Council.

Membership

The Capital and Investment Committee will comprise a minimum of four members, including the option of electing one external co-opted member. The Chancellor and the Vice-Chancellor will be ex officio members of the Committee.

All members will be appointed by the Council. Any member of Council can be elected to the Committee. The Committee must have sufficient financial experience included in its membership. Any member vacancy may be filled by the Council at any time during the year.

Members are appointed for an initial term of no more than two years. They may be eligible for an extension or reappointment.

Three members of the Committee will form a quorum. The Chair of the Capital and Investment Committee will be appointed by the Council.

Refer to Appendix 1 for the current Capital and Investment Committee membership.

Terms of Reference

Without limiting the Capital and Investment Committee's responsibility to fulfil its mission, the terms of reference for the Committee are to report and make recommendations to Council in relation to:

Capital Planning and Performance

1. Review and evaluate any capital investment plans, business cases, programmes of work and projects that are beyond the financial delegation of the Vice-Chancellor.
2. Review and monitor the performance of any major capital investments via the Major Investment Plan Quarterly Reports and other post-project case evaluations, including post implementation reviews.

Financial Planning and Performance

3. Review and evaluate the University's financial planning and budgeting.
4. Review and evaluate key University financial documents, including the 10-year financial model and reforecasts during the year.

Other Matters

5. Review and evaluate UC Trust Funds reporting, budgeting and statement of investment and objectives reviews.
6. any other matters as requested by Council from time to time.

In order to give effect to its advice, the Committee should report and make recommendations to the Council. The Committee does not make decisions on behalf of Council.

The Committee may request expert external advice, through the Vice-Chancellor, where necessary.

Meetings

The Capital and Investment Committee will hold at least two meetings per year and shall hold such additional meetings as the Committee Chair shall decide to fulfil its duties.

Members of Management, through the Vice-Chancellor, the UCSA Student President and any other Council members (including staff members) can attend Capital and Investment Committee meetings.

Meeting agendas will be drawn up by the University Registrar (or delegate) and the Committee Chair in consultation with the Vice-Chancellor and the Executive Director, Planning, Finance and Digital Services. The agenda and accompanying papers shall be circulated one week prior to the meeting of the Committee, but where circumstances require and with the consent of the Committee Chair, papers may be circulated nearer to the meeting date.

At the discretion of the Committee Chair, meetings may be conducted in person, by audio, audio-visual or other electronic communication.

The Committee Secretary will be the University Registrar (or delegate) who will be responsible for minuting the meetings.

Reporting

The Capital and Investment Committee shall report back to the next Council meeting via a verbal briefing from the Committee Chair and, where appropriate, by providing Council a written report(s) requesting Council feedback or approval.

The Committee Chair is responsible for raising any issues with the Chancellor for further and full Council consideration.

Review of Terms of Reference

These terms of reference will be reviewed at least every three years and (earlier if necessary). Any proposed changes will be put to Council for approval. A Committee self-assessment process should take place at least every three years.

Appendix 1 – Committee Membership

The current Capital and Investment Committee has the following membership:

(Committee will be made up of a minimum of four members)

Ex officio member

- Chancellor – Hon. Amy Adams
- Vice-Chancellor – Professor Cheryl de la Rey

Two (minimum) elected members of Council

- Ms Keiran Horne (Chair)
- Mr Bruce Irvine
- Ms Gillian Simpson

Optional - One external member co-opted by Council

- No one at this time.

In attendance

- Executive Director – Planning, Finance & Digital Services
- University Registrar (Council Secretary) and/or delegate
- Any Council Member

and when required:

- Senior Leadership Team members presenting papers
- Other relevant parties as requested by the Committee Chair