

FACULTY OF HUMANITIES

FACULTY COMPLIANCE COMMITTEE

TERMS OF REFERENCE

This document outlines the terms of reference of the Faculty of Humanities Compliance Committee.

1. Scope of the Compliance Committee

The Faculty Compliance Committee covers the staff, students, visitors, activities, processes, and physical locations of the Faculty Office, Dean's Office and the constituent Schools, Institutes and Centres that comprise the Faculty of Humanities.

2. Frequency of meetings

The committee will meet at least four times per year and may, by agreement with members, meet more frequently as required.

3. Membership

The committee will include sufficient representation to cover the breadth of the Faculty's activities as well as the breadth of the committee's remit. The committee membership will be:

- Director of Faculty Operations (Chair)
- Head of Planning, Compliance and Governance
- Executive and Compliance Support Officer (Committee Secretary)
- Representative(s) from School of Arts, Languages and Cultures
- Representative(s) from Alliance Manchester Business School
- Representative(s) from School of Environment, Education and Development
- Representative(s) from School of Social Sciences
- Representative(s) from Faculty Office
- Representative(s) from Safety Services (ex-officio)
- Representative(s) from Information Governance
- Representative(s) from Estates
- Representative(s) from HR
- Others by invitation dependent on agenda items

4. Remit of the Committee

The remit of the Faculty Compliance Committee will be:

- To implement compliance policy across the Faculty for all staff and visitors.

- To monitor, review and share best practice across the Faculty.
- To monitor activity and trends across the Faculty with the delivery of statutory and University compliance requirements.
- To address and/or escalate specific compliance issues within the scope of the committee.
- To offer reports/information to FLT and the Dean to provide assurance that the Faculty is meeting its compliance obligations.
- To cascade information, actions, or issues from the Faculty Compliance Committee or specialist University advisors.

5. Standing items for inclusion on the Agenda

In addition to the agenda, minutes of the previous meeting, matters arising and any other business, standing items on the committee agenda will be as detailed as below (it is appreciated that on occasion there will be nothing to report against these items):

- Health & Safety:
 - School and Faculty Office updates
 - Travel update
 - Safety Services update
 - HASMAP update
 - Faculty compliance update
- Information Governance
 - Metrics submissions report
 - Subject Access and Freedom of Information requests
 - University and external incidents
- General
 - Review of Faculty compliance risks

6. Storage of Committee papers

Minutes of meetings, agendas and supporting papers will be retained for the lifetime of the committee plus 50 years in accordance with the University's Records Retention Policy.

7. Review of Terms of Reference

The Terms of Reference of the committee will normally be reviewed on biennial basis at the first meeting of the academic session.