

RISK & RESILIENCE COMMITTEE

Terms of Reference

Purpose: To ensure that the university complies in all areas of business with relevant codes of good practice in corporate risk management (HEFCE 01/24 *et seq.*), and is operationally resilient when significant risks materialise.

Remit

1. To advise ULT as necessary on strategy, policy, priorities and costs relating to corporate risk management, including crisis response and business continuity planning
2. To review annually and recommend to ULT (for onward transmission to the Audit & Risk Committee of Court) a high-level assessment of key corporate risks informed by the annual planning process, including any risks that may arise from non-compliance with statutory or regulatory obligations
3. To maintain and review a comprehensive corporate risk register together with associated action plans
4. To ensure that the university develops, communicates, maintains, tests and reviews on a regular basis comprehensive emergency response procedures, disaster recovery and business continuity plans.

Constitution

University Secretary (Chair)
 Director of Property and Facilities
 Director of Information Services
 Director of School Support Service
 Head of Health and Safety
 One Dean to represent the Schools (to be appointed on a two year rotational basis)

In attendance:

Governance Officer (Risk & Governance) as Clerk

Up to three additional members may be co-opted at the discretion of the Convenor, initially being:

Head of Planning and Business Intelligence,
 Head of Marketing & Communication
 Information Governance Manager

Specific Policy Responsibilities

To ensure that the university complies in all areas of business

Quorum

One-third of the total membership (excluding co-options) which must include either the Chair or a designated Vice-Chair

Frequency of Meetings

Twice a year in April and November

Reporting Line

University Leadership team (ULT)

Current Sub-Committees

None

Current Working Groups

None

Minutes

Copies of all minutes will be forwarded to the University Leadership Team. Minutes and papers will be held in hard copy in the University Secretary's Office and electronically on the University Secretary's site on SharePoint.

Membership 2016/17

| Name | Position |
|----------------|---|
| Gerry Webber | University Secretary |
| Eric Munro | Director, Property & Facilities Services |
| David Telford | Director, Information Services |
| Steve Logie | Director, School Support Service |
| Gary Hutchison | Dean School of Life, Sport & Social Science |
| Liz Young | Head of Health & Safety |

In attendance

| Name | Position |
|----------------|---|
| Gillian Ingram | Governance Officer, Risk & Governance (Clerk to the Committee). |

Co-opted Members

| Name | Position |
|------------------|---|
| Diana Watt | Information Governance Manager |
| Leanne Maberley | Assistant Director, Marketing Brand and Communication |
| Andrew Quickfall | Head of Planning & Business Intelligence |