

## Operating Committee

### Terms of Reference

#### **Purpose**

The purpose of the Operating Committee is to oversee the successful management of operational risk, regulatory compliance and project management for shared services across The London Institute of Banking & Finance.

#### **Status**

The Operating Committee is a sub-committee of the Board of Governors and acts under delegated authority from the Leadership Group.

The Operating Committee may delegate duties to other committees which sit within the governance structure and may have duties delegated to it from other committees or the Leadership Group.

The proceedings of the Operating Committee are conducted in accordance with the 'Standing Orders of the Sub-Committees of the Board of Governors'.

#### **Reporting**

The Operating Committee may advise and be advised by other committees within our governance structure or the Leadership Group and will make a regular report to the Leadership Group on its activities.

#### **Meetings**

The Operating Committee will normally meet as and when required but typically, this will be quarterly.

## **Terms of Reference**

The Operating Committee will manage and transact the following business:

- i. operational risk oversight and monitoring of the operational risk register
- ii. conflicts of interest
- iii. shared services project implementation
- iv. value for money monitoring
- v. oversight of other committees
- vi. regulatory compliance (non HE) including complaints
- vii. supplier facilitation

## **Membership**

*Ex officio:*

Chief Operating Officer (Chair) – Ian Parrett  
Finance Manager – Steve Ansell  
Head of Facilities Management – Glenn Dallimore  
Head of Financial Capability Programmes – David Debenham  
Head of Transformation Projects – Nick Freeman  
Head of Programmes, CPQ – Chris Hall  
Head of IT Security & Compliance – Andy Holmes  
Head of Quality, Internal Assurance – John Hughes  
Head of Legal and Corporate Compliance – Richard Martindale  
Head of Digital Learning & Libraries – Nicola Scull  
HR Director – Angela Sutton  
Head of Apprenticeships – Karen Taylor

*In attendance:*

PA to the Chief Operating Officer (Secretary) – Ann Marie Fields

*By invitation:*

Other members of staff and/or faculty when applicable.

February 2020