

## Needs Committee

### 1. Terms of Reference

This body is responsible for the management of the School and its resources, within the framework set by the Council. To that end it will:

- manage, on behalf of CSPS, the human, financial and other resources of the School by, for instance, setting policies, and making allocations;
- prepare, for discussion at CSPS, the strategic plan for the School;
- represent the views of the School to the centre of the University and others, on resource management issues;
- manage, on behalf of CSPS, requests to the centre for resources;
- oversee the work of the IT Committee;
- oversee the work of the School Office in its management of the School's resources.

### 2. Membership

- Head of School, as Chair
- Heads of Departments within the School
- The Director of Education
- The School Secretary and School Finance Manager attend (along with other School Officers as needed.)
- The Head of the Isaac Newton Institute will be invited if an issue is to be discussed relevant to that institute.

### 3. Method of Working

- Needs Committee normally meets three times a term. Its quorum is five, including four Heads of Department.
- Business normally taken at Needs may, at the Chair's discretion, be taken at Council if necessary for expeditious handling. The School's policy is not to re-examine business at Council that has already been agreed at Needs, with the exception of the strategic plan. Papers are distributed to members of the Committee and Departmental Administrators. The senior PVC can access unreserved business on the Needs Committee Moodle site. The agenda is distributed to all members of CSPS.
- The School Secretary manages the business of the Committee and is the first point of contact for questions about its agenda and business.
- Needs Committee normally meets on a Tuesday. Papers are distributed at the end of the previous week.

### 4. Accountability

- Reports to Council of the School

## **5. Other**

Typical business handled by the Needs Committee includes:

- the filling of academic and academic related posts funded by the Chest;
- the filling of other established academic posts;
- requests for established officers to continue in employment beyond retirement;
- the School's approach to capital projects and investments;
- allocations from the School's reserves, for instance equipment or minor works;
- preparation, on behalf of the Council of the School, of the annual Planning Round submission for the School;
- research and related financial issues.

Last updated: 1 October 2018