

CONTRACTS COMMITTEE: TERMS OF REFERENCE ROLE

Role and responsibilities

The Contracts Committee is a sub-committee of the Board of the British Council. on behalf of the Board it reviews the scale and nature of the global full cost recovery and partnership portfolios and the pipeline of high value contract and partnership opportunities. It also advises on the organisation's strategies in these areas.

The Committee's responsibilities are:

- to review the implementation of the contract and partnership strategy and the contract pipeline and to make recommendations to the Board
- to review opportunities for tendering for contracts exceeding £20 million in total value or £7 million in any one financial year and make recommendations to the Board.
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- to consider any other matters where requested to do so by the Board.

Constitution

The Committee is chaired by the Chair of the British Council and will consist of at least three Trustees selected by the Board. The quorum for any meeting of the Committee will be two, including the Chair.

Meetings will be attended by the Chief Executive ex officio, and the Chair will invite other members of the executive and senior staff to attend as appropriate.

The Secretary to the board is secretary to the Committee.

The Committee will meet twice each year, with additional virtual meetings and deliberations as necessary.

Reporting

The Committee will report to the Board at least once a year and following each meeting. The Secretary to the British Council will minute the decisions of the Committee.

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