As at: **30 October 2026**

SUB-COMMITTEES AND STANDING PANELS

Sub-Committees of Council's Major Committees

- Biological Standards Committee
- Investment and Banking Sub-Committee
- Nominations Sub-Committee

As at: **30 October 2026**

COMMITTEE CONSTITUTIONS:

Biological Standards Committee Constitution

Purpose

1. To advise and assist the Procedural Establishment Licence Holder in his role under the Animal (Scientific Procedures) Act, 1986. To advise and assist Governance on any matter affecting the University's responsibilities under the Act.

Composition and Membership

2. *The Committee shall be composed as follows:*

Membership	**Committee Officers (in attendance)**
Establishment Licence Holder (ex officio)	Representative from Safety and Staff Wellbeing
Pro-Vice Chancellor of the College of Biomedical and Life Sciences (ex officio)	Representative from Estates and Campus Facilities
Director of Biological Services and Standards (ex officio)	
Named Veterinary Surgeon (NVS), who shall not be directly involved in research at the University (ex officio)	
Two independent members appointed by the Council, one of whom shall be appointed as the Chair	
Two members of University staff not involved in animal research, appointed by Senate	
Two Heads of Schools who use animal facilities	
Three representatives appointed by AWARP, one of whom will normally be the Chair of AWARP and including at least one Project Licence holder and one Personal Licence holder (who shall not be a Project Licence holder)	
The Chief Animal Technician	
Three representatives of the animal technicians, two of whom will be current NACWOs	
A representative of postgraduate research students who use the facility	
A representative of the NC3Rs	

The Named Training and Competency Officer for the establishment	
The Named Information Officer for the establishment	
Notes: The process of appointment to membership of the Committee and the terms of office will be in accordance with Ordinance 3.	Notes: At the discretion of the Chair other University Officers, lay members or other specified parties as may be appropriate, shall be invited to attend meetings on an ad hoc basis.

Occurrence

3. There shall be at least four meetings per academic session.

Quorum

4. Shall be six members, to include a lay member, NVS or NACWO and a scientific member.

Terms of Reference

Responsibility to scrutinise the University's performance, and to recommend proposals, in the following areas of business:

5. all aspects of the administration of the Animals (Scientific Procedures) Act 1986 and shall, where necessary, make recommendations to the Establishment Licence Holder and/or the University on any matter affecting the University's responsibilities under the Act;
6. compliance with the requirements of the Act, to ensure consistent standards are maintained across the University, and that users demonstrate a commitment to work towards best practice;
7. the work and development of all animal facilities, including the standard of accommodation and to make appropriate recommendations;
8. the needs of users and to establish a Users' Group for this purpose (this will be known locally as the Animal Welfare and Research Panel (AWARP));
9. the procedures operating within the animal facilities to ensure compliance and the needs of users;
10. provision of advice to licensees regarding animal welfare and ethical issues arising from their work;
11. promotion of the use of ethical analysis to increase awareness of animal welfare issues and promotion of initiatives leading to the widest possible application of the 3Rs (refinement, reduction and replacement);
12. ensurance that appropriate training is available to licensees and technical staff and that it is appropriately monitored;

13. ensurance that appropriate supervision of personal licence holders is provided by project licence holders;
14. review the ethical issues relating to the use of animals in teaching and shall provide advice to Schools thereon;

15. oversight of all non-licensed animal work taking place on University premises.

Authority to approve recommendations with respect to:

16. ethical issues relating to the use of animals, in particular the operation of the Animal Welfare and Ethical Review Body (AWERB);

17. provide independent ethical advice to the Establishment Licence Holder, particularly in respect to animal care and welfare, and all licensing issues;

18. perform ethical review on any project licence proposals (1) from first-time applicants, applicants who are new to the establishment, and applicants who want to add CU as a secondary establishment; (2) that include severe protocols, special species and the forced swim test;

19. consider any issues referred to it by the AWERB Sub-Group, which considers matters such as amendments, continuation licences and non-ASPA animal work;

20. Quarterly Reports from the:

    - Establishment Licence Holder
    - Director of Biological Services and Standards (Infrastructure and Compliance)
    - Named Veterinary Surgeon
    - Animal Welfare and Research Panel
    - Capital Matters and Estates

21. Annual Reports:

    - Finance and Infrastructure
    - Annual Return of Project Licences and summary of relevant activity in the University
    - Security
    - Annual Compliance Report
    - Health and Safety
    - Education and Training
    - 3Rs Focus – Summary of the Year's Events and Developments
    - Medicines Discovery Institute

Mode of Operation

22. The committee shall certify annually to Council on the University's compliance with the requirements of the Animals (Scientific Procedures) Act 1986;

23. The committee shall provide reports to Governance Committee and the Open Research Ethics and Integrity Sub-Committee.

24. The committee shall consider such matters as may from time to time be referred to it.

25. The Committee has established the following Sub-Committees:

    a. Animal Welfare and Research Panel
    b. Animal Welfare and Ethical Review Body Subgroup

26. The committee will take into consideration the following in all matters:

- the student interest and public interest
- sustainability
- equality, diversity and inclusion

Version Control

Terms of reference last reviewed:	October 2024
Approval date and body:	BSC
Due for review:	October 2027

As at: **30 October 2026**

Investment and Banking Sub-Committee Constitution

Purpose

1. To advise and assist the Finance and Infrastructure Committee by monitoring and advising on the University's investment strategy and performance and the University's banking arrangements.

Composition and Membership

2. The Committee shall be composed as follows:

Members	**In attendance**
The Chair of the Sub-Committee	The Chair of Council
Two members, at least one of whom should be an independent member of Council	Group Financial Controller
The President and Vice-Chancellor (or a nominee)	Head of Treasury and Endowments
The President of Cardiff University Students' Union (or a nominee)	Investment managers to present on the activities of their portfolio
Notes: Additional external members, up to a maximum of two, with experience in investment and banking may be appointed as members, where a need is identified. Membership nominations must be recommended for approval by Finance and Infrastructure Committee. The Chair of the Sub-Committee shall, ex officio, be a member of the Finance and Infrastructure Committee.	Notes: Individuals may be invited by the Committee to present on specific items. The Governance Advisor who is the Lead Officer for the Sub-Committee will act as the Secretary.

Occurrence

3. The Committee will meet at least 4 times per academic year.

Terms of Reference

Responsibility to scrutinise the University's performance, and to recommend proposals, in the following areas of business:

4. The University's investment strategy and its investment principles and in doing so confirm the University's compliance with legal and regulatory requirements and guidance from the Charity Commission, Medr and its successors;
5. Investment performance criteria;
6. The appointment, contractual terms and performance of the University's investment managers and advisers;

7. Recommend to the Finance and Infrastructure Committee on any bank overdraft, (revolving) credit facilities and other borrowing raised through bonds or other, including the approval of loan arrangements and finance leases above the value of £500k; the Committee will receive a regular paper detailing cashflow and funds utilisation;
8. Keep under review and make recommendations to Finance and Infrastructure Committee on the executive's plans and progress towards benefits realisation with respect to the bond-funded investments;
9. Keep under review and maintain oversight of treasury management activities;
10. Maintain oversight of the Bond Repayment Fund with a view to enabling the University to repay the full sum on 7 December 2055;
11. Recommend to the Finance and Infrastructure Committee on the appointment of bankers and designated bank signatories;
12. Ensure value for money is achieved in relation to the above matters and make recommendations to the Finance and Infrastructure Committee and to the Council on external financing;

Authority to approve recommendations with respect to:

13. The Committee has delegated authority from the Finance and Infrastructure Committee to approve the following items:
    a. The University's investment strategy and investment performance criteria
    b. The appointment and contractual terms of the investment managers
    c. Treasury Management Policy
    d. Socially Responsible Investment Policy
    e. annual assurance reports relating to Treasury Management

Mode of Operation

14. The Sub-Committee shall produce a report after each meeting and submit to the Finance and Infrastructure Committee, providing detail on Investment Strategy, investment performance and any associated strategic risks.
15. The committee will take into consideration the following in all matters:
    - the student interest and public interest
    - sustainability
    - equality, diversity and inclusion

Version Control

Terms of reference last reviewed: October 2026

Approval date and body: Finance and Infrastructure Committee, 22 October 2026

Due for review: October 2027

As at: **30 October 2026**

Nominations Sub-Committee Constitution

Purpose

1. The People, Cynefin and Governance Committee may convene a Nominations Sub-Committee to consider and agree recommendations to Council in relation to key appointments, including the appointment and re-appointment of the Chair and Independent Members to the Council and its committees.

Composition and Membership

2. The Committee shall be composed as follows:

Membership	**Committee Officers (in attendance)**
The Chair of the People, Cynefin and Governance Committee or nominee (Chair)	The Chief Operating Officer and University Secretary
The Chair of Council and/or Vice-Chair of Council	Governance Manager
An additional Independent Member	
One Staff Member (appointed from amongst the Senate members on the Council)	
One Student Member (appointed from amongst the Student members on the Council)	
Notes: No individual shall be eligible to be a member if the Committee is considering their own appointment, or the appointment of their successors in that role. Where the Chair of People, Cynefin and Governance Committee needs to recuse themselves another independent member shall chair the meeting	Notes: The University Secretary shall be Secretary to the Nominations Sub-Committee. At the discretion of the Chair, other officers, as appropriate, may be invited to attend the meeting on an ad hoc basis.

Occurrence

3. As determined by the Chair, to enable the Committee to meet required deadlines.

Quorum

4. Four members, excluding any co-opted members.

Terms of Reference

Responsibility to scrutinise, and to recommend proposals to Council, in the following areas of business:

5. The appointment and term of office of the Chair of Council, the Vice-Chair of Council, and new independent members to serve on Council and its sub-committees, as required.
6. The recruitment and selection of any Governor Apprentice.

Authority to approve recommendations with respect to:

7. As directed by Council, implementing search and selection exercises for the Chair of Council, the Vice-Chair of Council, and new independent members to serve on Council and its sub-committees, as required.
8. Ensuring that vacancies for independent members are publicised within the institution and staff, students and members of the Council are invited to submit names to the Secretary of the Council for consideration.
9. Determining the membership of any associated interview panels, which in the case of recruitment for the Chair of Council may include an external member.

Mode of Operation

10. The Nominations sub-committee shall have regard to:
    a. the balance of membership on the Council and the needs of the University, taking into account the need to maintain an appropriate balance of skills and expertise and diversity of members, as directed by People, Cynefin and Governance Committee
    b. the desirability of there being members connected with:
        i. Industrial, commercial and financial concerns;
        ii. Professions and learned societies;
        iii. Public and health sectors; and
        iv. Local communities.
    c. the University's Statement of Independence for Lay Membership
11. Following completion of the search and selection processes the Nominations Sub-Committee shall inform People, Cynefin and Governance Committee and recommend the successful candidates to Council. This shall also include the recommended duration of the term of office where relevant.
12. The committee will take into consideration the following in all matters:
    - the student interest and public interest
    - sustainability
    - equality, diversity and inclusion

Version Control

Terms of reference last reviewed:	September 2025
Approval date and body:	People, Cynefin and Governance Committee, 03 October 2025
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