



FMBSG Guidance and Ways of Working

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Updated: October 2024
Owner: NU Finance



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Purpose of FMBSG

FMBSG is a Sub-Committee of Executive Board with primary responsibility for (1) prioritisation and financial approval of strategic investment and (2) monitoring financial performance a budget holder level. Under the delegation of authority FMBSG is the first stage of formal University approval/governance for investment business cases of £0.5m and above (or for use of strategic funds of £50k or above).

FMBSG does not hold responsibility for implementation of projects. Implementation and operation responsibilities (including ongoing budgetary controls) are devolved and individual projects should follow the expected project governance and control procedures. (Refer to the University's [strategic project toolkit](#)).

FMBSG will monitor progress of University-level strategic projects via regular project scorecards, providing feedback to project teams as necessary and requesting more information/ attendance at FMBSG as required. FMBSG will have visibility of Faculty and Service-level projects and will similarly request attendance at FMBSG as required.

FMBSG will receive a project closure report and finalised Benefits Management Plan, including final expenditure report, following completion of University-level strategic projects, or at an appropriate time post-completion.

FMBSG provides advice to Executive Board as necessary and refers matters to Finance Committee as required under the Delegation of Authority .

Refer to the [terms of reference](#) for further details.

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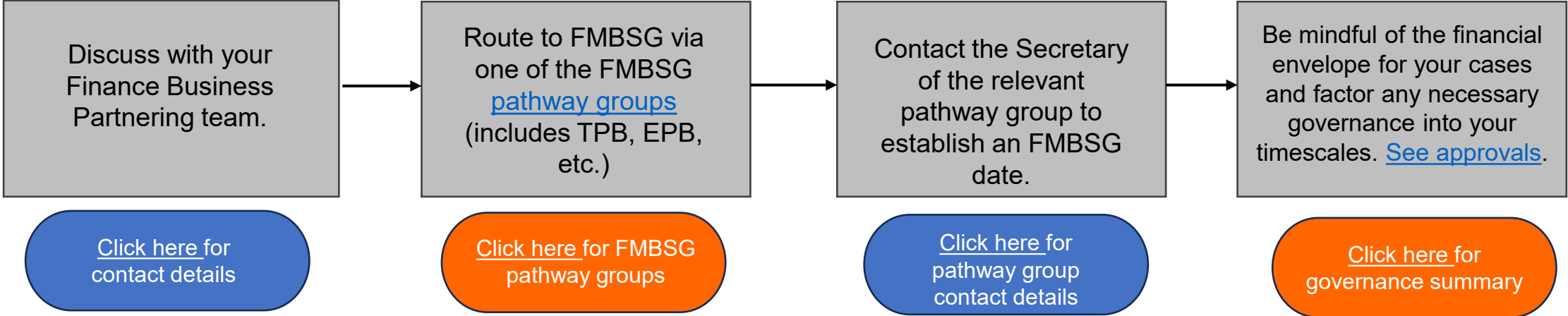
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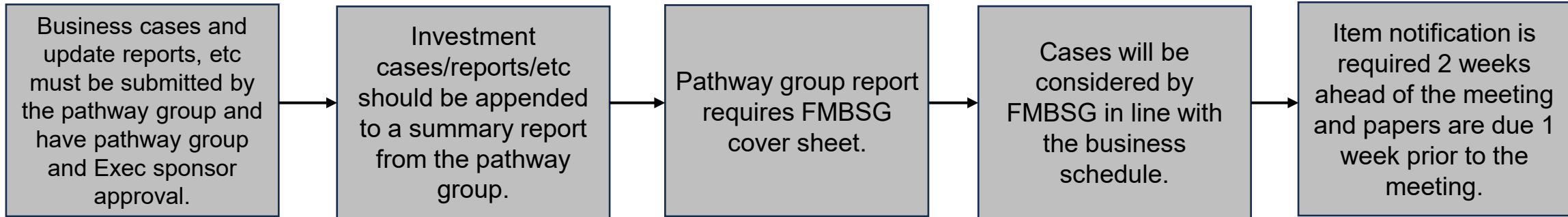
Submission Routes – Funnel Groups



Remember to factor in time for all necessary approvals. For example, a case requiring £5m+ funding will need to go through the pathway group, FMBSG, Executive Board (EB) and Council before it is approved.

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Papers - Documentation and Schedule of Business



[Click here](#) for project toolkit which details necessary business case documentation

Speak to your [Finance Business Partnering team](#) for support with/access to the investment appraisal.

[Click here](#) for FMBSG cover sheet

[Click here](#) for FMBSG business schedule

[Click here](#) for FMBSG meeting dates

Remember to submit papers in PDF format with all track changes and comments removed.

Late submissions will be rejected.



Secretary to FMBSG:
rebecca.trainer@ncl.ac.uk

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Attending FMBSG



You may be invited to attend the meeting to support the presentation of the case alongside the pathway group representative.



Guests are asked to hold the full FMBSG meeting in their diary until the agenda is finalised, at which point a specific time slot will be allocated by the Secretary. Duration of the slot will depend on the case being presented and the volume of business scheduled. Standard timings are 20 minutes per item.



All meetings will take place online via Zoom or Teams. Links will be provided to attendees. Guests will be placed in a waiting room until FMBSG are able to receive them.



Guests will be given 5-10 minutes to present their case with the remaining slot to answer FMBSG's questions. Assume your case has been read so there's no need to go into all the detail. PowerPoint presentations are not usually required.

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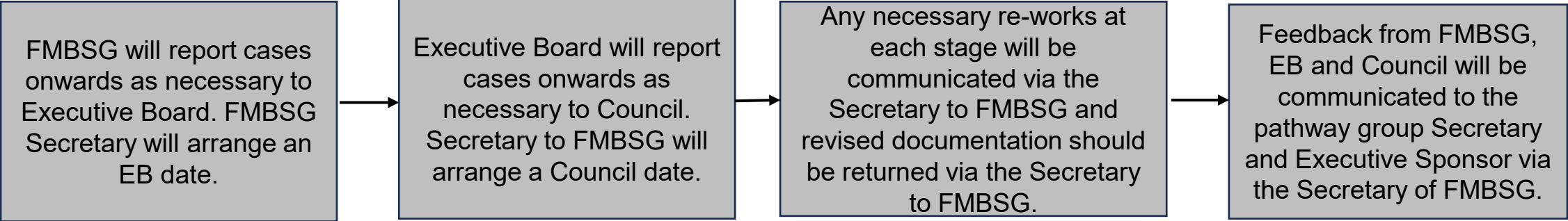
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Approvals - Governance and Communication



£2m and above requires EB approval

£5m and above requires Council approval



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Members and Attendees

Members



Nigel Harkness,
Deputy Vice-Chancellor

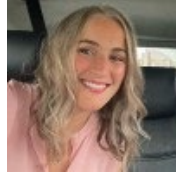


Nick Collins, Chief
Financial Officer (Chair)



Colin Campbell,
Registrar

Attendees



Anna Munro, Director
Financial Control



Neil Bonnington, Director
Financial Performance



Sharon Burleigh, Head
of Strategic Change



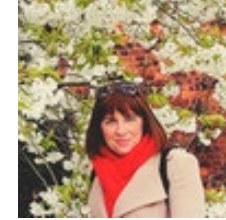
Paul Fleet, to present
EPB reports



Lynda McIvor, to
present TPB reports

Other Pathway Group
representatives, e.g ASOG, SRSC,
etc

Secretary



Rebecca Trainer,
Financial
Administration
Manager

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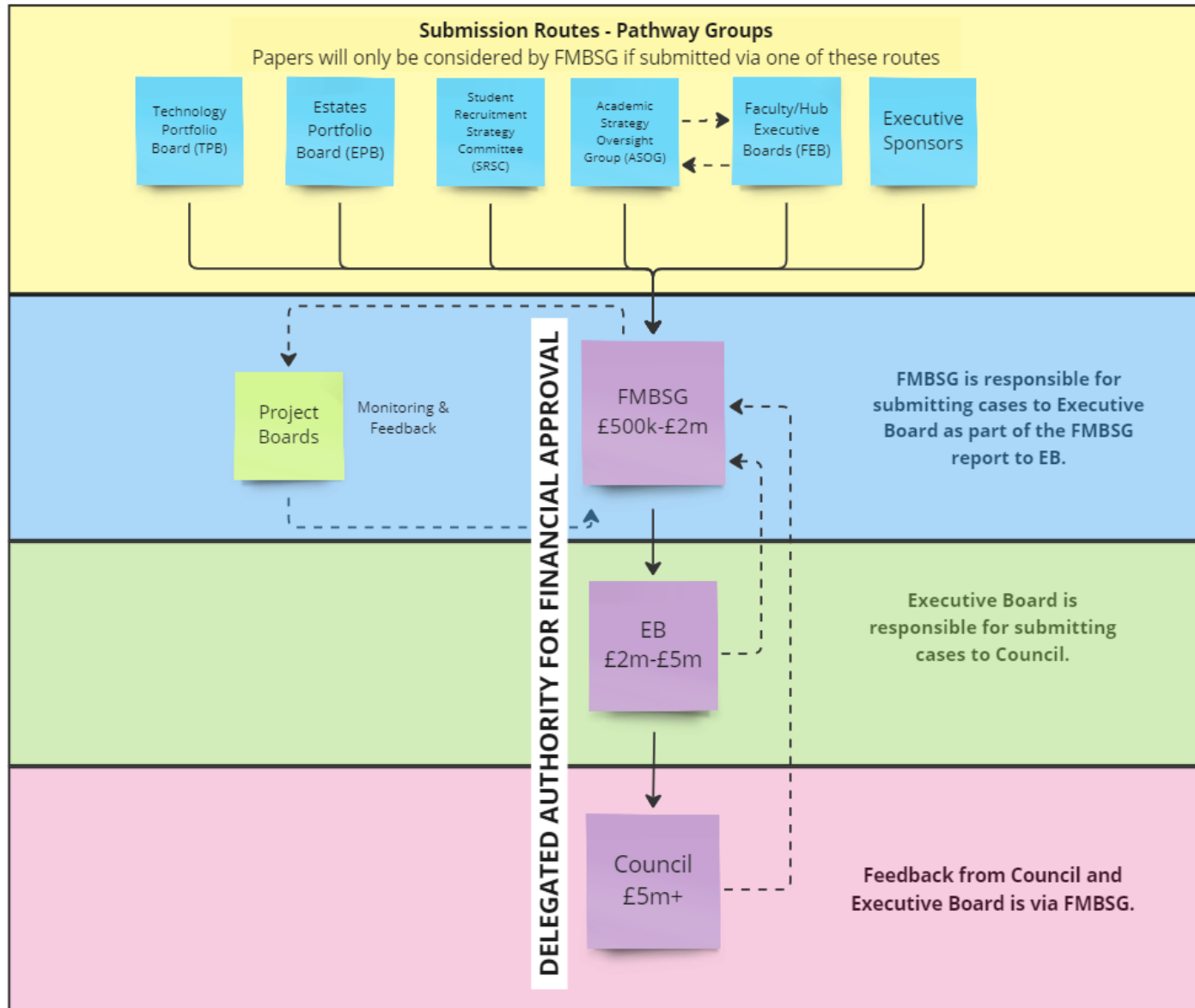
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Governance Overview



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Business Schedule

Investment decisions **WILL NOT** be considered every month. Please refer to the schedule for the relevant meetings (see Pathway Group Investment Decision Reports) and plan your governance timeline accordingly.

	Sept*	Oct	Nov*	Dec	Jan*	Feb*	March*	April	May*	June*	July
Constitution and Procedures											
Terms of Reference Review	x										
Minutes and Actions	x		x		x	x			x		x
Monitoring Oversight & Scrutiny											
Financial Monitoring Reports	x		x			x			x		
Pipeline Report from Pathway Groups	x	x	x	x	x	x	x	x	x	x	x
Project Summary Reports	x	x	x	x	x	x	x	x	x	x	x
Project Closure Reports	As required – appended to Project Summary Report										
Investment Decisions											
Pathway Group Investment Decision Reports	x		x		x	x	x			x	
Reworked Investment Decision Reports		x		x		x	x	x			x
Estates Design Works	As required – included as part of Pathway Group Report										

* Indicates meeting will be held in person via Zoom/Teams. All other “meetings” will be document review/comments via the FMBSG Teams site.