



FINANCE & RESOURCES COMMITTEE

TERMS OF REFERENCE

1. MEMBERSHIP

- 1.1 Membership of the Committee will comprise the Principal plus at least four Governors.
- 1.2 Members of the Committee shall serve as Committee members for one year and shall be eligible for re-election at the end of that period.
- 1.3 Membership of the Committee for the next academic year will be determined by the Board of Governors at its July meeting.
- 1.4 Ineligible members are members of the Audit Committee and student governors.
- 1.5 The Committee should include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. Collectively, members of the Committee should have recent, relevant experience in business planning and resources and financial management. In addition, at least one member should have recent and relevant experience in accounting or auditing.
- 1.6 Membership may include a co-opted Governor whose skills strengthen and are complementary to those on the Committee. Any such appointees will serve for a one year term of office which is renewable by the Board of Governors on the recommendation of the Search and Governance Committee.
- 1.7 The Committee has the right to invite any other person to attend for a part or all of the meeting.

2. DECISION MAKING

- 2.1 Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair of the Committee shall have a second or casting vote.
- 2.2 All persons 'in attendance' (including the Clerk) shall have no voting rights.

3. QUORUM

- 3.1 The quorum for the meeting shall be three Governors, the majority of whom must be external Governors (i.e. not staff or co-opted Governors)

4. FREQUENCY OF MEETINGS

- 4.1 The Committee shall meet at least once in each academic term. Additional meetings may be called as necessary in agreement with the Chair of the Committee.

5. RESPONSIBILITIES

Financial Performance & Efficiency

- a. To consider at each meeting a monitoring report on the finances of the College and to advise the Board on progress towards achieving the agreed financial objectives.
- b. To make recommendations to the Corporation on the Annual Estimates of Income and Expenditure, significant variations in expenditure and capital expenditure requirements (including loans).
- c. To review the arrangements for ensuring the College's solvency, safeguarding its assets and securing value for money.
- d. To monitor the deployment of financial and non-financial resources, with a view to advising the Board on the effectiveness and efficiency of the use of such resources.
- e. To recommend the financial statements for approval by the Board (jointly with the Audit Committee).
- f. To determine the Corporation's investment and borrowing policies, including leasing and significant hire purchases.
- g. To recommend for approval the College's policies on Tuition Fees, Supply Chain Fees & Charges and other fees.
- h. To recommend for approval by the Board any amendments to the College's Financial Regulations, including limits of delegated authority.

Property & Estates

- a. To monitor implementation of the College's Property Strategy and to make recommendations for future developments to the Board for approval.
- b. To monitor capital expenditure within the approved programme (including any significant capital projects) and to advise the Board of any instances where the budget or timescale for capital projects is likely to be exceeded.
- c. To monitor the College's performance against key indicators for the efficient use of its estate, such as room utilisation and environmental sustainability.

Human Resources

- a. To monitor the implementation of the College's human resources to ensure that they are deployed as efficiently as possible and support the College in achieving its strategic objectives.

- b. To review and advise the Corporation on the pay and conditions framework for all staff (excluding designated senior post holders), including making recommendations to the Board on relevant policies.

Information Technology

- a. To monitor the deployment of IT resources, ensuring that these match learner expectations and support the development of teaching, learning and assessment.

External Funding, Joint Ventures and Sub-Contracting Provision

- a. To recommend to the Board the approval of arrangements relating to External Funding, Joint Ventures, Contracting and Commercial training and to monitor the performance of these areas.

Data Protection

- a. To monitor data protection, to receive an annual report on compliance with data protection law and be notified at each meeting of any data protection breaches.

General

- a. To consider any risks on the risk register relevant to the Committee and recommend amendments to the Audit Committee.
- b. To consider items on the College Action Plan / Medium Term Action Plan relevant to the Committee and provide information to the Board of Governors on progress against those actions.
- c. To consider any other specific issues referred by the Board of Governors and report their findings and recommendations back to the Board of Governors.
- d. The Committee will approve an annual work plan (cycle of business) and will review the effectiveness of the Committee annually.
- e. The Committee has responsibility / delegated authority to review and approve, strategies, policies and procedures outlined in Appendix A.

6. ELECTION OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE

- 6.1 The Committee Chair and Vice-Chair (if the Committee so decides that a Vice-Chair should be elected) will be selected by the Committee from among its external members at the first meeting of the Committee in the academic year.
- 6.2 In the event of the Chair and Vice-Chair (if elected) being unable to attend the meeting (or resigning from the position), the remaining Committee members should elect one of themselves as Chair for the meeting.

7. EXTERNAL ADVICE

- 7.1 The Committee may seek the services of such external advisers as it considers necessary to fulfil its responsibilities.

8. CLERKING ARRANGEMENTS

- 8.1 The Clerk to the Corporation (or another appropriate independent individual) shall be the Clerk to the Committee.

9. REPORTING TO THE BOARD OF GOVERNORS

- 9.1 The Chair of the Committee (or an agreed representative) will provide a report to the next meeting of the Board of Governors. The minutes of the meeting will also be provided to members of the Board of Governors for information.
- 9.2 Any recommendations made by the Committee will appear as separate items on the agenda for the next ordinary meeting of the Board of Governors.

10. REVIEW AND APPROVAL

- 10.1 The Terms of Reference of the Committee will be reviewed annually and submitted to the Board of Governors for approval.

Terms of Reference Approved	July 2020
Next review date	July 2021

RESPONSIBILITY FOR POLICY REVIEW AND APPROVAL

STRATEGY / POLICY / PROCEDURE	APPROVED BY THE COMMITTEE	REVIEWED AND RECOMMEND TO THE BOARD FOR APPROVAL
College Fees Policy	✓	
Supply Chain Fees & Charges Policy	✓	
Financial Regulations	✓	
Staff Code of Conduct and Malpractice Policy and Procedure	✓	
Pay and Conditions Framework for all Staff (excluding designated senior post holders)		✓
General Data Protection Regulation (GDPR) Policy	✓	
Property Strategy	✓	
People Strategy	✓	
IT Strategy	✓	