



## **RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

The committee will be responsible for leading and advising the Corporation on all strategic matters relating to financial policy, the College estate and facilities, personnel, employment policy, industrial relations, equal opportunities, health, safety, welfare and environmental matters in accordance with the Articles of Government and advise the Corporation on the framework for promoting good quality relationships and communication with staff. Specifically, it will:

#### **Finances**

1. Make recommendations to the Corporation on the annual estimates of income and expenditure (budget).
2. Review and evaluate all information related to the preparation of the budget to ensure the most effective use of the College's current and anticipated financial resources in support of its objectives.
3. Monitor and review termly the College's actual financial performance against budget and agreed targets.
4. Monitor and review the arrangements for securing value for money, solvency and the safeguarding and strategic management of assets.
5. Regularly (and at a minimum, biennially) consider and review the College's Financial Regulations.
6. Ensure the establishment of appropriate mechanisms for the review and evaluation of all Corporation finance and resourcing matters to ensure they support the strategic objectives of the College.
7. Advise the Corporation on the budgetary implications of all personnel/employment strategy matters, ensuring appropriate links with the Remuneration and Governance and Search Committees.
8. Determine the College investment and borrowing policies (subject to Financial Regulations).
9. Review and approve the policy by which the tuition and other fees payable to the Corporation are determined and determine such fees and other charges on an annual basis.
10. Review and approve the Policy for the Remission of College Fees and Charges.
11. Review and approve the Policy for the payment of Awards, Grants and Bursaries.
12. Monitor and review the level of fees and charges reduced/remitted or waived.
13. Monitor and review the returns on investments and the level of expenditure on overseas travel and hospitality.
14. Monitor and review any Outward Collaborative Provision, Franchising, Subcontracting and other joint ventures approved as part of the Strategic Plan.
15. Monitor and review debt write-offs with regard to limits set out in the Financial Regulations.
16. Approve annually the Student Union grant allocation and accounts.

#### **Estates**

1. Consider, on behalf of the Corporation, the recommendations of the Property Working Group, with regard to property and estate matters.
2. Advise the Corporation on all strategic matters related to property, resources and College assets including advising the Corporation on the appropriateness and adequacy of the College's premises to meet operational needs and on the Disaster Recovery and Continuity Plan.



3. Have oversight of strategic estate and digital ambitions and monitor the implementation of the agreed Property Strategy and its effect on the College budget.
4. Advise the Corporation on college capital expenditure by determining and regularly reviewing the capital programme/any capital project proposals including their financial implications.
5. Receive and approve reports relating to procurement and efficiencies and facilities.

### **Employment and Personnel**

1. Advise the Corporation on all matters regarding College personnel (including students) employment policy and industrial relations including recommending a framework for the conditions of service for all staff and the pay of staff, other than holders of Senior Posts.
2. Determine and ensure the establishment of appropriate mechanisms for the periodic review and evaluation of all Corporation Personnel and Employment Policies.
3. Regularly monitor, evaluate and make recommendations accordingly regarding equality, diversity and inclusion issues and opportunities.
4. Regularly monitor, evaluate and make recommendations accordingly regarding the Special Needs and Disabilities Act.
5. Regularly monitor, evaluate and make recommendations accordingly regarding Health, Safety, Welfare and Environmental matters.
6. Determine Policies and Procedures relevant to the Terms of Reference of the Committee.
7. Receive and monitor data relevant to the strategic oversight of the College's Human Resources.
8. Periodic review and monitor the College's performance against the Workforce Development Plan.
9. Receive reports evaluating the effectiveness of the staff development and training framework and monitor targets set.
10. Receive reports on the utilisation of staff.
11. Receive periodic reports on improving motivation, recruitment and retention of staff and on staff satisfaction.
12. Monitor and evaluate the application and implementation of Policies and Procedures relevant to the Terms of Reference of the Committee.
13. Ensure, as appropriate, compliance with legislation, the use of benchmark data and that the College Risk Management Policy in respect of Human Resources remains effective with regard to HR and is implemented.

### **MEMBERSHIP**

Seven Governors:  
The Chair of the Corporation  
The Principal  
Five other Governors

Additional Members may be co-opted to enhance the mix of skills and expertise on the Committee who will not have a mandate to vote.



## **QUORUM**

Three Governors on the Committee provided they are not Co-opted Members of the Committee.

## **ELECTION OF CHAIR AND VICE CHAIR**

The Chair and Vice Chair will be elected annually at the first meeting in the Autumn Term from Members of the Corporation on the Committee.

## **MEETINGS**

The Committee will meet at least once each term.

### **In attendance:**

Clerk to the Corporation

Staff and College Advisers as appropriate

### ***Access to meetings by Members of the Public***

*Requests for Attendance by the Public at Corporation and Committee meetings must be submitted to the Chair, or in his or her absence the Vice Chair, at a minimum of 4 working days prior to the date of the meeting. The attendance of such personnel shall be at the discretion of the Chair or Vice Chair as appropriate.*