

## **POLICY AND RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

1. **Purpose – Financial Health, Policies and Use of Resources**

The Committee shall advise the Corporation on the College's policies and resources and will operate under the authority of and report to the Corporation.

The Committee will keep under review matters of College policies, public funding and financial management, human resource management and organisational development.
2. **Membership**
  - 2.1 The Corporation shall establish a Policy and Resources Committee consisting of at least five Members including the Principal.
  - 2.2 The student member(s) will not be eligible to sit on this committee **nor will those Members who serve on the Audit Committee.**
  - 2.3 The Clerk to the Committee will be the Chief Governance Officer.
  - 2.4 Appropriate College Officers may be requested to attend meetings for the purpose of giving advice but will not be able to vote on Committee business. Governors shall have the authority to attend meetings in order to address specific issues.
  - 2.5 The frequency and duration of meetings shall be determined by the Corporation business cycle with due regard to the planning and budgeting cycle. The Committee will normally meet at least termly.
3. **Terms of Office**
  - 3.1 Members appointments to the Committee will run concurrent with their membership of the Corporation.
4. **Quorum**
  - 4.1 Meetings of the Committee shall be quorate if three or more Members are present.
  - 4.2 If a quorum is not achieved the meeting shall be suspended and reconvened with the same agenda within 14 days, or as soon as is reasonably practicable. If in the course of the meeting the number of members present does not constitute quorum, the meeting shall be terminated.
5. **Appointment of Chair and Vice-Chair**
  - 5.1 At the first meeting of the yearly committee cycle, the Committee shall appoint a Chair and Vice-Chair from amongst their number.
  - 5.2 The Principal shall not be eligible to be appointed Chair or Vice-Chair.
  - 5.3 The Chair and Vice-Chair shall hold office for one year, but shall be eligible for re-election.
6. **Terms of Reference**

## 6.1 Policies

6.1.1 To consider and approve College policies appropriate to the remit and purpose of the Committee and ensure relevant policies are recommend to the Corporation for approval.

## 6.2 Equal Opportunities

6.2.1 To consider and monitor arrangements for the promotion of Equality and Diversity in the College, except for those relating solely to learners, and to make appropriate recommendations to the Corporation.

## 6.3 Human Resources

6.3.1 To consider arrangements for staff, other than Senior Postholders, appointments, staffing levels and determining their duties, grading, remuneration, premature retirement and redundancy and to make appropriate recommendations to the Corporation. To ensure effective monitoring of the implementation of these recommendations.

6.3.2 To consider arrangement (after consultation with staff has taken place) for the conduct, discipline, grievance, suspension and dismissal of members of staff, other than Senior Postholders, and to make appropriate recommendations to the Corporation. To ensure effective monitoring of the implementation of these recommendations.

## 6.4 Financial Resources

6.4.1 To oversee the observance of the College's Financial Regulations and to make recommendations to the Corporation concerning any desired changes in those Regulations.

6.4.2 To consider and approve reports concerning the carrying forward of surpluses or deficits from one financial year to the next including debt-write off.

6.4.3 To consider reports concerning any financial implications resulting from changes in staffing (including grading and numbers of staff) and to make appropriate recommendations to the Corporation.

6.4.4 To consider and then make recommendations to the Corporation to approve the College's;

- Tuition fee policy.
- Annual estimates of income and expenditure.
- Major variations of expenditure.
- Capital expenditure requirements including loans.

6.4.5 To consider and then make recommendations to the Corporation regarding the College's investment and borrowing policies.

6.4.6 To review the College's arrangements to secure economy, efficiency and effectiveness and make recommendations to the Corporation.

## 6.5 Physical Resources

6.5.1 To receive reports and consider issues relating to site, capital development, and maintenance programmes and make recommendations to the Corporation as appropriate.

**6.6 Health & Safety**

6.6.1 To review and monitor the College's arrangements to secure the Health & Safety of staff and all others who use College premises or for whom the College has a duty of care outside of College premises, and to make recommendations to the Corporation as appropriate.

**6.7 General**

6.7.1 To perform such other functions as the Corporation may delegate under its Articles of Government to the Committee which are consistent with the purpose shortly described at paragraph 1 above.

The Committee will be held accountable by the presentation of meeting minutes by the Committee Chair to the meetings of the Corporation.

In order to ensure good practice, the terms of reference will be reviewed annually by the Committee. Next review – November 2023.