



RESOURCES COMMITTEE

TERMS OF REFERENCE 2021-2022

1 MEMBERSHIP

- 1.1 The membership shall be a minimum of 4 and a maximum of 8 governors to include the Principal/CEO and Chair of the Corporation.
- 1.1 It is noted that Chair's action by the Chair of the Corporation may be required from time to time to maintain the minimum membership requirement.
- 1.2 Independent Governors membership of the Committee will not exceed their term of office. Membership of the committee will end in line with a members term of office as a Corporation member, or at the request of the Corporation in order to refresh overall Committee membership.
- 1.3 Governors who serve on the Resources Committee are not eligible to serve on the Audit Committee.
- 1.4 The membership may include associate members, whose skills strengthen and are complementary to those of the Committee. Any such appointees will serve for a two year term of office which is renewable by the Corporation on the recommendation of the Governance Committee.

2 QUORUM

- 2.1 The quorum for meetings shall be 3 members, with independent governors constituting a majority of those present.
- 2.2 If the quorum is not achieved, any agenda items requiring a decision will either be dealt with through a written resolution or deferred to the next scheduled meeting.

3 FREQUENCY OF MEETINGS

- 3.1 The Committee will meet at least termly in each academic year, in line with reporting and regulatory requirements.
- 3.2 With the agreement of the Chair of the Committee, additional or 'extraordinary' meetings can be called as necessary to meet urgent business needs between scheduled meetings. Where possible, 7 days' notice of the meeting date will be provided, however, the expectation for 7 clear days for review of papers may not be possible for extraordinary meetings.
- 3.3 Extraordinary meetings will only deal with the specific items they have been called to review, with minutes and actions not taken as a standing item at these meetings
- 3.4 Minutes and actions will be taken at the next scheduled meeting of the Committee

4 RESPONSIBILITIES

- 4.1 To consider at each meeting a monitoring report on the finances of the College and to advise the Corporation on progress towards achieving the agreed financial objectives.
- 4.2 To make recommendations to the Corporation on the Annual Estimates of Income and Expenditure, significant variations in expenditure and capital expenditure requirements (including loans) and to ensure the Marketing Strategy links to financial resources and student numbers and buildings.
- 4.3 To approve the purchase of goods, services and contracts in accordance with the limits defined in the Financial Regulations, Annex F 'Summary of Financial Limits', Delegated Budgetary Control.
- 4.4 To review the arrangements for ensuring the College's solvency, safeguarding its assets and securing value for money.
- 4.5 To monitor the deployment of financial and non-financial resources, including staff and property, with a view to advising the Board on the effectiveness and efficiency of the use of such resources.
- 4.6 To review human resources issues and to make any relevant recommendations to the Corporation.
- 4.7 To recommend the financial statements for approval by the Board.
- 4.7 To determine the Corporation's investment and borrowing policies, including leasing and credit agreements. The Committee has delegated authority to approve the repayment of loans equal to or less than £500k.
- 4.8 To make recommendations to the Corporation on the write-off of any debts in excess of the Principal's level of delegated authority.
- 4.9 To consider the appropriateness of the College's accounting policies and make any recommendations to the Corporation.
- 4.10 To recommend for approval the College's policies on Tuition Fees, Supply Chain Fees & Charges, other fees, Staff Grievance, Discipline, Conduct and Health & Safety.
- 4.11 To recommend for approval by the Corporation any amendments to the College's Financial Regulations, including limits of delegated authority.
- 4.12 To review implementation of the College's Accommodation Strategy and to make recommendations for future developments to the Corporation for approval.
- 4.13 To monitor the College's performance against key indicators for the efficient use of its estate, such as room utilisation and environmental sustainability.
- 4.14 To review and advise the Corporation on the pay and conditions framework for all staff (excluding designated senior postholders), including making recommendations to the Board on relevant policies.

- 4.15 To consider the annual IT Strategy and progress made against the identified actions.
- 4.16 To review the performance of and make recommendations to the Corporation on the College's arrangements relating to sub-contracting provision.
- 4.17 To oversee the College's arrangements for health and safety, ensuring that these meet statutory requirements.
- 4.18 To ensure that the College has an up to date Critical Incident Plan and appropriate arrangements are in place for Disaster Recovery.

5 APPOINTMENT OF CHAIR AND VICE-CHAIR

- 5.1 The Chair will be appointed by the Corporation for a two year term of office.
- 5.2 In the event of the resignation of the Committee Chair (either as Chair or as a Governor) during the year, the procedure outlined in the Corporation's Standing Orders will be used to appoint a replacement Chair.
- 5.3 In the temporary absence of the Chair, a Chair will be appointed from amongst the Governor members of the Committee for that meeting only.
- 5.4 At the start of each academic year, the Committee will appoint a Vice-Chair from its members to serve as Vice Chair for one academic year. At the end of the term of office, subject to compliance with all other standing orders and bye-laws, they may be re-elected. This may be an independent governor or an associate member, but not a staff governor, student governor, parent governor or the Principal/CEO.

6 CLERKING ARRANGEMENTS

The Clerk to the Corporation will provide clerking for the Committee.

7 REPORTING TO THE CORPORATION

- 7.3 The minutes of each Committee meeting will be circulated to the full Corporation.
- 7.4 The Chair of the Committee (or an agreed representative) will provide a verbal report to governors at the next full Corporation meeting.

8 GENERAL

- 8.1 Decisions to be made at meetings of the Committee will be determined by a majority of the votes of the governor members present and voting.
- 8.2 Where there is an equal division of votes, the Chair will have a second or casting vote.

Membership 2021/2022

Margaret Boneham

Michelle Brabner (Pr)

Rob Firth (I) (Vice Chair)

Alex Kenny (I)

Kathy Passant (I) (Corporation Chair)

Richard Simms (I)

Paul Walker

Chair – Mr Paul Walker. Appointed 1st April 2021 for a term of 2 years.

Vice Chair – 2020/21 Mr Rob Firth. 2021/22 - to be confirmed