

Resource Committee - Constitution and Terms of Reference

1. Constitution and Membership

- 1.1 The Corporation shall appoint between five and seven members to the Committee, (at least one of whom must be a qualified accountant) the majority of whom should be external Members, on the recommendation of the Remuneration, Search & Governance Committee.
- 1.2 To avoid potential conflicts of interest, Committee members should not be members of the Audit Committee and vice-versa.
- 1.3 Quorum: the Committee shall be quorate when 2 members are present. Where there are only two Members present and in the event the Committee, in line with its delegated powers, is required to make a decision, the Committee in its discretion shall either:
 - make the decision as long as both Members agree; or
 - defer that decision to the next scheduled committee meeting; or
 - call for an electronic resolution where the decision is time sensitive.
- 1.4 Appointment of Chair and Deputy Chair:
 - A Chair and Deputy Chair will be appointed by the Committee.
 - If the Chair is unavailable, the Deputy Chair will chair the meeting.

2. Clerking Arrangements

- 2.1 The Clerk to the Corporation shall act as Clerk to the Committee.

3. Attendance at Meetings

- 3.1 Attendance will generally be limited to Committee members, the Clerk, the Executive Director Finance and Risk, the Executive Director Corporate Services, the Deputy Principal and the Executive Director Business Development & Marketing and any persons expressly invited to attend all or part of a meeting. Corporation Members who are not committee members may also attend.

4. Proceeding and Frequency of Meetings

- 4.1 The Committee shall meet at least four times a year at appropriate intervals in the financial reporting cycle, and otherwise as required.

5. Reporting Procedures

- 5.1 Minutes of the meeting, following agreement with the Committee Chair, will be presented to the subsequent Corporation meeting, regardless of whether they have been confirmed as being a true record by the Committee.
- 5.2 The Committee Chair shall complete an assurance report which, together with Committee minutes, will be presented to the next scheduled Corporation meeting. The Committee Chair will present the assurance report to the Corporation, highlight relevant matters and make whatever recommendations the Committee deems appropriate, on any area within its remit where action or improvement is needed.

6. Authority

- 6.1 As a matter of good practice, and as permitted under Article 4 of the Articles of Government, the Corporation has determined to establish a Resource Committee.
- 6.2 The Corporation has adopted the Code of Good Governance for English Colleges and the Committee, where relevant, will apply its principles on a 'comply or explain' basis.

7. Delegation

- 7.1. The Corporation shall delegate the following matters to the Committee:
- 7.1.1 The approval of the renewal of any lease previously approved by the Corporation, where the annual rental value is over £99,999.
 - 7.1.2 Make rules relating to the conduct of staff within relevant policies.
 - 7.1.3 Make rules relating to grievance, suspension, disciplinary and dismissal procedures for staff (excepting senior post holders) within relevant policies.
 - 7.1.4 The review and approval of the policies set out in Appendix 1.
- 7.2 The Corporation shall delegate to the Chair of the Resource Committee the power to approve and sign sub-contracting contracts, providing they do not exceed the amount approved by the Corporations and the sub-contractors are on the College's sub-contracting framework.

8. Purpose

- 8.1 The Resource Committee is established to provide assurance to the Corporation that:
- the College's financial strategy and policies are appropriate, within the context of the College's overall strategic plan;
 - College resources are being used effectively and efficiently, the College is solvent and sustainable and College assets and are being safeguarded; and
 - strategic risks, which relate to the Committee's terms of reference, are being effectively managed.

9. Duties

9.1 Financial Performance

The Committee shall be responsible for:

- 9.1.1 Reviewing, advising on and recommending for approval to the Corporation:
- a three year medium term business plan;
 - an annual income and expenditure budget;
 - a capital expenditure budget,
 - appropriate performance indicators for monitoring performance.
- 9.1.2 Reviewing and challenging the monthly financial performance report including; management accounts; cash flow; contract performance; capital expenditure update; balance sheet; income generation report and key performance indicators including financial health.
- 9.1.3 Scrutinising forecasting activity and recommending any relevant action.
- 9.1.4 Reviewing, advising and recommending on arrangements for securing and maximising government, student loan, commercial, charitable, ESF and other sources of income / funding.
- 9.1.5 Reviewing, advising and recommending on the maximisation of income from the College's fixed assets, especially the capital estate.
- 9.1.6 Reviewing the annual financial statements.
- 9.1.7 Regularly monitoring the financial position relating to projects / developments approved by the Corporation.

9.2 Commercialisation and Partnership Developments

- 9.2.1 The Committee shall be responsible for taking a corporate view of the College's commercialisation and partnership developments to ensure they contribute effectively to the delivery of the Colleges business needs and corporate strategy. Key areas of focus will include:

- overseeing the financial implications and associated risks relating to College subsidiary companies and other relevant partnerships and ensuring financial performance of such activities meet relevant targets / objectives.

9.3 Human Resources

9.3.1 The Committee shall be responsible for taking a corporate view of the College's human resource strategies and policies to ensure they contribute effectively to the delivery of the Colleges business needs and corporate strategy. Key areas of focus will include:

- reviewing and overseeing the development, implementation and operation of the Workforce Strategy including staff wellbeing and development;
- considering the framework for staff pay and conditions and where relevant making recommendations to the Corporation on any whole College pay increase;
- receiving and scrutinising annual staff survey outcomes, implications and action plans;
- receiving and scrutinising termly reports to monitor relevant activity, risks, key performance indicators and benchmarking data;
- consideration of issues relating to equality, diversity and inclusion;
- seeking assurance the College is complying with relevant legal and regulatory requirements;
- receiving updates and briefings on changes to HR legislation and regulation, the implications of these changes and management responses.

9.4 Health and Safety

9.4.1 The Committee shall provide assurance to the Corporation as to the extent the College is complying with relevant legislation, regulation, policies, procedures and working practices regarding health and safety. Key areas of focus will include:

- receiving and scrutinising termly reports to monitor relevant activity, risks, key performance indicators and benchmarking data;
- receiving updates and briefings on changes to health and safety legislation and regulation, the implications of these changes and management responses.

9.5 IT / Digital

9.5.1 The Committee shall be responsible for taking a corporate view of the College's IT / Digital strategies and policies to ensure they contribute effectively to the delivery of the College's business needs and corporate strategy. Key areas of focus will include:

- reviewing and overseeing the development, implementation and operation of the IT / Digital Strategy;
- considering the financial implications of IT investment and associated opportunities and risks and making relevant recommendations to the Corporation;
- overseeing legal and regulatory compliance.

9.6 Policies

9.6.1 The Committee will scrutinise and recommend to the Corporation for approval, the policies set out in Appendix 1.

9.6.2 The Committee will scrutinise and approve the policies set out in Appendix 1.

9.7 Other

9.7.1 The Committee shall be responsible for undertaking an annual review of its effectiveness.

Appendix 1

Policies	Committee Review and Recommend
Student Bursary, Discretionary & Advanced Loans Bursary Funds Policy	Resource
Sub-Contracting Policy	Resource
Travel and Subsistence Policy	Resource
Tuition Price Policy 2018/19-2019/20	Resource
HR	Committee Approval
Staff Code of Conduct	Resource
Staff Absence Policy	Resource
Staff Appraisal Policy	Resource
Staff DBS and Safer Recruitment Policy	Resource
Staff Development Policy	Resource
Staff Disciplinary Policy	Resource
Staff Grievance Policy	Resource
Staff Health and Wellbeing Policy	Resource
Staff Induction Policy	Resource
Staff Personal and Professional Relationships at Work Policy	Resource
Staff Performance and Capability Policy	Resource
Staff Probation Policy	Resource
Staff Recruitment & Selection Policy	Resource
Staff Redundancy Policy	Resource
Staff Relocation Policy	Resource
Management of Allegations against Staff and Volunteers	Resource
Local Recognition Procedural Agreement	Resource
Misc.	Approval By Committee
Social Media Communications Policy	Resource

Sustainability Policy	Resource
IT Security Policy	Resource