

## **RESOURCES COMMITTEE**

### **Terms of Reference and Standing Orders**

#### **1 Introduction**

- 1.1 The Terms of Reference and Standing Orders of the Resources Committee may be varied at any time by the Board of the Corporation.
- 1.2 The Terms of Reference and Standing Orders of the Resources Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.3 Members are required to make known if they or a person with whom they have a close connection has a personal interest (be it financial or otherwise) in a matter before the Committee. This includes but is not limited to a spouse/partner, parent or child who may be expected to influence or be influenced by the person.

#### **2 Terms of Reference**

##### **Financial**

- 2.1 To consider and make recommendations to the Corporation on the annual estimates of income and expenditure including 24-month financial plan and key financial performance indicators as agreed by the Board of the Corporation.
- 2.2 To consider, on annual basis, the Group's Draft Report and Financial Statements.
- 2.3 To receive, review and monitor the Group's management accounts, including income and expenditure account, balance sheet, cash flow forecast and detailed commentary.
- 2.4 To advise the Corporation concerning the solvency of the Group, the safeguarding of its assets.
- 2.5 To ensure that the Group has appropriate banking arrangements in place.
- 2.6 To receive reports regarding learner numbers and funding allocations and any potential clawback of funding.
- 2.7 To advise the Corporation on investments and borrowings and receive Capital Funding Bids as appropriate.
- 2.8 To make recommendations to the Board of the Corporation on the Group's Procurement Strategy, to monitor and review the action plan and to consider the annual Procurement report.
- 2.9 To consider the Group's arrangements for partner/subcontracting provision including recommendations to the Board of the Corporation for the Group's Supply Chain and Fees Policy.
- 2.10 To consider Pension Fund arrangements.

- 2.11 To review on an annual basis the Group's Treasury Management Report and Financial Regulations and make recommendations to the Board of the Corporation.
- 2.12 To make recommendations to the Board of the Corporation concerning the Group's Tuition and Other Fees Policy.
- 2.13 To review and approve items of expenditure as outlined in the Group's Financial Regulations.
- 2.14 To review the reporting of Insurance Claims and approve the Insurance Renewal on an annual basis.

#### **Accommodation and Sustainability Strategies**

- 2.15 To advise the Board of the Corporation concerning the Accommodation Strategy including its progress, developments and outcomes.
- 2.16 To advise the Board of the Corporation concerning the Sustainability Strategy including its progress, developments and outcomes.

#### **Human Resources**

- 2.17 To advise the Corporation on the Group's People and Culture Strategy ensuring that pay and conditions of employment are properly determined.
- 2.18 To advise the Corporation on the Group's compliance with the requirements of employment and other relevant legislation affecting employment and industrial relations.
- 2.19 To make recommendations to the Board of the Corporation for the Group's Staff Disciplinary and Redundancy Policies.
- 2.20 To monitor and review the Groups People Plan.
- 2.21 To advise the Board of the Corporation regarding the Group's Equality, Diversity and Inclusion Strategy (EDI) and monitor the EDI Action Plan.
- 2.22 To receive information relation to the Group's Gender, Pay Gap data.
- 2.23 To make recommendations to the Board of the Corporation for the Local Government Discretionary Scheme Policy.
- 2.24 To make recommendations to the Board of the Corporation for the Sexual Harassment, Violence and Abuse Policy.

#### **Information Technology**

- 2.25 To monitor and review the Group's Digital Strategy Action Plan.

### **3 Membership**

- 3.1 The Committee shall comprise 9 members of the Board of the Corporation and shall be entitled to invite the Corporation advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall not be entitled to vote at meetings but shall be entitled to speak).
- 3.2 The Chairperson and Vice Chairperson will be selected every two years by a majority of the Committee members.
- 3.3 The Resources Committee shall meet at least once a term. The Resources Committee shall meet as many times as it considers appropriate during an academic year.

### **4 Term of Office**

- 4.1 The term of office of members of the Resources Committee shall last until the expiry of their term of office as a Board Member. Terms of Office are determined by the Corporation.
- 4.2 A member of the Resources Committee may resign from membership of the Committee by giving notice in writing to the Corporation Secretary.
- 4.3 A vacancy which arises during the period of office of the Committee will be filled by the appointment of a new member by the Corporation.

### **5 Appointment of Chairperson and Vice Chairperson**

- 5.1 The members of the Committee will appoint a Chairperson and Vice Chairperson from amongst their number subject to them being members of the Corporation.
- 5.2 The Chairperson and Vice Chairperson shall hold office for two years. Normally the period of office will commence at the first meeting of the academic session. If there is a resignation from a Chairperson or Vice Chairperson during the academic year then the Committee will appoint a replacement.
- 5.3 If both the Chairperson and Vice Chairperson are absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chairperson of that meeting having regard to the provisions of paragraph 5.1.
- 5.4 The Chairperson and Vice Chairperson may at any time resign their respective offices by notice in writing to the Corporation Secretary.
- 5.5 The Chairperson and Vice Chairperson retiring at the end of their respective terms of office shall be eligible for reappointment.

### **6 Quorum**

- 6.1 Meetings of the Committee shall be quorate if 4 or more members are present.
- 6.2 If the number of members of the Committee assembled for a meeting of the

Committee does not constitute a quorum thereof, the meeting shall not be held. If in the course of a meeting of the Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated immediately.

- 6.3 If for the lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chairperson shall, if he or she thinks fit, cause a special meeting to be summoned as soon as practicable.

## **7 Proceedings of Meetings**

- 7.1 Every question to be decided at a meeting of the Resources Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chairperson of the meeting shall have a second or casting vote.
- 7.2 No resolution of the Resources Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- 7.3 The proceedings of the meetings of the Resources Committee will be recorded in the minutes prepared by the Corporation Secretary. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Corporation.
- 7.4 The minutes of every meeting of the Resources Committee will be presented to the Board of the Corporation at the next available opportunity. The Chairperson of the Committee will provide members of the Board of the Corporation with a verbal report of the meetings considerations and key matters.

## **8 Secretary to the Resources Committee**

- 8.1 The Secretary to the Resources Committee will be the Corporation Secretary or the Assistant Corporation Secretary in their absence.

## **9 Public Inspection**

- 9.1 The Resources Committee's terms of reference, together with the Committee's advice to the Board of the Corporation, will be made available, by the Corporation Secretary, for inspection to any members of the public during normal office hours and on the Group's website.