



## **Terms of Reference Resources Committee**

### **Remit**

1. To advise, and where authorised, to take decisions relating to resources, human resources and business planning matters with a view to ensuring that the operations of the college are efficient, effective and prudent.

### **Membership**

2. The committee shall comprise of a minimum of seven members including the Chair of the Governing Body and the Principal and Chief Executive.
3. The Board may co-opt up to two persons to the Committee who are not members of the Corporation ((known as Co-opted Members). Co-opted Members shall be full members of the Committee apart from they cannot chair meetings.
4. The Committee shall appoint a Chair from one of its number.
5. The Committee may appoint a Vice Chair from its number.
6. Chair and Vice Chair of Audit and Risk Committee cannot serve as members of the Resources Committee.

### **Quorum**

7. The quorum for meetings shall be three members, of which at least two members must be independent members.
8. Any member may validly participate in a meeting of the Committee by conference telephone or other form of communication equipment if all persons participating in the meeting are able to hear and speak to each other throughout the meeting.

### **Clerk**

9. The Clerk to the Corporation shall act as Clerk to the Committee.
10. The Clerk shall produce minutes of each meeting of the Committee.

### **Decisions in Writing/via Email**

11. With the agreement of the Chair that the matter is urgent and cannot wait until the next meeting, a resolution in writing signed, or confirmed via email, by at least enough members to form a majority of the members of the Committee, excluding any members not eligible to vote on the matter, shall be as valid and effectual as if it had been passed at a meeting of the Committee.

### **Attendance at Meetings**

12. Attendance at meetings of the Resources Committee shall be limited to members of the Committee and the Clerk. Attendance of any other persons should be at the discretion of the Committee.

## **Chair's action**

13. The Chair is authorised to act on behalf of the Committee between meetings as set out in the Standing Orders and Schedule of Delegation. Any such actions is then reported to the next meeting of the Committee and recorded in the minutes.

## **Key Functions**

### ***Financial***

14. To monitor the financial health of the College and report to the Board accordingly.
15. To review the annual budget, including cash flow forecast, projected balance sheet, annual pay award for staff and Senior Post Holders, and capital spend budget for consideration by the Board.
16. To receive the full annual accounts of the College and any subsidiaries.
17. To review the College's financial regulations and other associated financial policies and make a recommendation to the Board.
18. To review the College's three-year financial plan and make a recommendation to the Board.
19. To monitor financial performance through scrutiny of the management accounts.
20. To monitor the College's performance against its key performance indicators, challenge shortfalls in performance and consider proposals to ensure that the weaknesses are addressed, with reports presented to the Board as appropriate.
21. To monitor the appointment of the College's bankers.

### ***Stakeholder engagement***

22. To review a 'public benefit/value statement' describing how the college aims to add value to the social, economic and physical well-being of the communities it serves and make a recommendation to the Board.
23. To monitor the College's compliance with the Social Value Pledge.
24. To review 'Staff Voice' reports and staff survey reports.

### ***HR and People***

25. To advise the Board in relation to the setting of a framework for the pay and conditions of service of staff (other than Senior Post Holders).
26. To review the annual pay awards for staff in the College, including senior post holders, subject to compliance with the annual budget approved by the Corporation, and make a recommendation to the Board.
27. To review the College's People Strategy and associated objectives and make a recommendation to the Board.
28. To review the College's Human Resources related policies and procedures, as detailed in the Schedule of Delegation and make recommendations to the Board.
29. To monitor the College's adherence to and performance against its HR policies (and procedures for Whistleblowing, Disciplinary and Grievance) and strategies and make recommendations to the Board and/or management as appropriate.

30. To receive annual reports on Human Resources and Health and Safety matters including an annual Workforce Profile report.
31. To approve any revisions required to the College's Recognition Agreement to ensure meaningful industrial relations are maintained in keeping with relevant legislation.
32. To monitor and review the treasury management policy as approved by the Corporation Board
33. To seek to ensure Corporation's adherence to all relevant legislation and best practice.
34. To review the College's annual Equality, Diversity and Inclusion Report.

*Strategy review*

35. To review and advise the Board on the College's Human Resources strategy.
36. To review and advise the Board on the College's IT strategy every five years.
37. To review and advise the Board on the College's Estate strategy at least every three years. To review the College's estate maintenance plan.
38. To annually review and advise the Board on the College's sustainability strategy.
39. To review and advise the Board on the College's Equality, Diversity and Inclusion strategy and promotion of this strategy throughout the College.

*Policy/procedure review*

40. To review Resources related College policies and procedures as detailed in the Schedule of Delegation and make recommendations to the Board.