

## **Terms of Reference for the Resource Planning Committee**

### **Constitution and Membership**

The Governing Body will be responsible for establishing this Committee with Committee members and its Chair appointed by the Governing Body.

There shall be not less than 5 members and not more than 7 members to include the Principal *ex officio*. A quorum shall be 40% of its membership. The Committee may, with the approval of the Governing Body, co-opt up to two members from outside the Governing Body who have particular expertise.

Members of College staff will be required to attend as appropriate.

In order to ensure independence and objectivity, members of this Committee are not permitted to be members of the Audit Committee.

### **Authority**

The Committee is authorised by the Governing Body to examine all aspects of the College's financial and human resources policies, procedures, structure and plans and similarly for estates matters.

### **Proceedings**

The Committee should normally meet **four** times per academic year and report to the Governing Body at the next convenient meeting.

### **Duties**

#### **1. Executive Responsibilities**

##### **A: Finance & Estates**

- (i) in accordance with the Financial Regulations, to recommend for approval or non-approval single expenditure proposals or projects over £100,000;
- (ii) in accordance with the Financial Regulations, to recommend for approval or non-approval contracts for the provision of services over £250,000;
- (iii) to approve regulations for, and monitor the investment of surplus funds and borrowing requirements within the authorised guidelines;
- (iv) to consider and accept gifts and bequests;

- (v) to approve an annual report on financial performance;
- (vi) to sign off the annual Capital Budget together with any revaluation to properties shown on the asset register;
- (vii) to receive reports from any other committees which have financial implications.

## **B: Human Resources**

- (i) to recommend for approval policies and procedures in respect of human resources matters with particular reference to recruitment and appointment, performance management and appraisal procedures, training and development policies, grievance and disciplinary procedures, absence management policies, health and safety;
- (ii) to approve (for confirmation by the Governing Body) all other policies and procedures relating to College staff within the workplace.

## **2. Monitorial Responsibilities**

To monitor, for advice to the Governing Body:

- (i) the effective and efficient use of resources;
- (ii) finance operating procedures and financial regulations;
- (iii) reports and accounts for the operation of the College and associated trading companies;
- (iv) the operation of human resources policies;
- (v) internal, external and national developments relating to human resources;

## **3. Advisory Responsibilities**

To consider and advise the Governing Body:

- (i) on the College strategies in relation to finance, estates and human resources;
- (ii) on the annual estimates of income and expenditure;
- (iii) on the allocation of **all** resources;
- (iv) to make recommendations to the Governing Body on expenditure proposals exceeding £100,000;
- (v) on capital expenditure and depreciation;
- (vi) on the annual statement of audited accounts;

- (vii) in relation to periodic statements of income and expenditure;
- (viii) on policies for estates development and management;
- (ix) on the recommendation of bank loans for approval by the Governing Body;
- (x) human resource implications of major organisational change within the College;
- (xi) any other matters referred to the Committee by the Governing Body.

### **Reporting Procedures**

The Committee shall provide minutes of its meetings to the Governing Body via the Clerk to the Corporation.

The Committee shall provide for the Governing Body such ad hoc reports as may be required.

### **Clerking Arrangements**

The Clerk to the Governing Body should be the Clerk to the Resource Planning Committee.

**Interim Clerk to the Governing Body**  
**APPROVED: June 2017**  
**NEXT REVIEW: September 2018**