

**TRAFFORD COLLEGE****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 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 (eg spouse/partner or child) has a personal interest (be it financial or otherwise) in a matter before the Committee.

**2 Terms of Reference****Financial**

- 2.1 To consider and make recommendations to the Corporation on the annual estimates of income and expenditure and key financial performance indicators as agreed by the Board of the Corporation including the Mid-Year Financial Update.
- 2.2 To recommend to the Board of the Corporation, on annual basis, the College's Draft Report and financial statements.
- 2.3 To receive, review and monitor the College'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 College and the safeguarding of its assets.
- 2.5 To ensure that the College has appropriate banking arrangements in place.
- 2.6 To receive reports regarding learner numbers and funding allocations.
- 2.7 To advise the Corporation on investments and borrowings as appropriate.
- 2.8 To consider the annual report on procurement and procurement strategy.
- 2.9 To consider the College's arrangements for partner/sub-contracting provision including Supply Chain and Fees Policy.
- 2.11 To consider the College's Insurance renewal arrangements.
- 2.12 To consider Pension Fund arrangements.

### **Accommodation Strategy**

- 2.13 To advise the Board of the Corporation concerning progress, developments and outcomes in relation to the implementation of the College's accommodation strategy.

### **Human Resources**

- 2.14 To advise the Corporation on the College's workforce development strategy ensuring that pay and conditions of employment are properly determined.
- 2.15 To consider the annual review of the work force development plan.
- 2.16 To advise the Corporation on the College's compliance with the requirements of employment and other relevant legislation affecting employment

### **Information Technology**

- 2.17 To consider the College's Information Technology Strategy on an annual basis.

## **3 Membership**

- 3.1 The Committee shall comprise 7 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 bi-annually by a majority of the Committee members.
- 3.3 The 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 will normally be four years unless determined otherwise 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.
- 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 three 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 forthwith.
- 6.3 If for the lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chairman 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.

**8 Secretary to the Resources Committee**

8.1 The Secretary to the Resources Committee will be the Corporation Secretary.

**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 College's website.