



## FINANCE AND RESOURCES COMMITTEE

### Terms of Reference

Approved by F&R Committee 9 June 2020 and Corporation 7 July 2020

**Authority: The Finance and Resources Committee is established in accordance with Article 4.1 of the Articles of Government. The Committee's Terms of Reference operate in accordance with the Corporation's Standing Orders.**

*Note 1: The Corporation shall remain responsible for the approval of the annual estimates of income and expenditure, ensuring the solvency of the Corporation and safeguarding its assets.*

*Note 2: Members of the Audit Committee are excluded from Finance and Resources Committee membership. However, a member of the Audit Committee may attend Finance and Resources Committee meetings as an official non-voting observer.*

#### 1. MEMBERSHIP AND OPERATION

- 1.1 The Committee shall comprise a maximum of 8 Corporation members, including the Corporation Chair, Vice Chair, Chair of the Quality & Standards Committee (*if possible*), and Principal as ex-officio members.
- 1.2 In addition, Committee membership may include up to 2 co-opted, non-Corporation members with relevant experience and expertise, who have been appointed by the Corporation on the recommendation of the Search & Governance Committee.
- 1.3 The Committee Chair shall be a Corporation member who is appointed by the Corporation on the recommendation of the Search & Governance Committee.
- 1.4 The **quorum** for Committee meetings shall be **3** Committee members, at least 2 of whom shall be Corporation members.
- 1.5 The Clerk to the Corporation shall be Clerk to the Committee.
- 1.6 The Committee shall meet as and when necessary (usually 5 times a year) and shall be empowered to act on behalf of the Corporation in financial matters requiring urgent consideration, except that the Corporation shall not delegate those items specifically restricted in law.
- 1.7 All senior post holders shall attend all Committee meetings, *as appropriate*; the HR Manager may attend meetings when HR issues are to be considered.

#### 2. FUNCTIONS

Subject to the detailed requirements of the College's Financial Regulations, the Committee is responsible for the following matters:

- 2.1 To **consider** and **advise** the Corporation on all aspects of the Corporation's finances, financial policies, controls and strategy.

- 2.2 To **consider** and **recommend** to the Corporation the framework for the pay and conditions of all staff (other than senior post holders and the Clerk to the Corporation), any proposed alterations to that framework and any related employment policies.
  - 2.3 To **consider** and **recommend** to the Corporation the annual estimates of income and expenditure, other budgets and the 3 year Financial Forecast.
  - 2.4 To **consider, review** and **report** on the periodic financial reports of the Corporation [and of any subsidiary trading companies, franchising, partnerships or other joint ventures], *including management accounts and any others required by the funding bodies.*
  - 2.5 To **review** the draft annual Financial Statements and **recommend** their approval to the Corporation.
  - 2.6 To **consider** proposed capital projects and to **advise** the Corporation on their financial implications.
  - 2.7 To **consider** and **advise** the Corporation on the solvency of the Corporation and the safeguarding of its assets [including insurances].
  - 2.8 To **consider** and **advise** the Corporation on taxation issues.
  - 2.9 To **advise** the Corporation generally on investments and borrowings and cash management policies and to seek appropriate advice from external sources.
  - 2.10 To **advise** the Corporation on the College's banking arrangements and management of reserves.
  - 2.11 To **consider** the Tuition Fees Policy, the Treasury Management Policy and Financial Regulations on a annual basis and **recommend** their approval to Corporation
  - 2.12 To **advise** the Corporation on the setting and monitoring of annual financial and solvency targets.
  - 2.13 To **review** the financial implications of student enrolments on the budget outturn.
  - 2.14 To **consider** and **act** on any other specific matters delegated by the Corporation.
- 3. REPORTING PROCEDURES**
- 3.1 The minutes of each Committee meeting shall be circulated to all Corporation members for information.