

## **RESOURCES COMMITTEE TERMS OF REFERENCE**

### **Constitution**

The Governing Body has established, in accordance with the provisions listed at Part IV of the College's Articles of Government, a committee known as the Resources Committee.

### **Remit**

The Committee shall be responsible, under delegated authority, to the Governing Body for overseeing the College Development Plan and determining or advising the Governing Body on such matters as the Governing Body may from time to time remit to it, including in particular matters relating to: estimates, IT and digital, budget, presentation of accounts, estates, governance and staffing.

### **Membership**

The Committee shall consist of at least three members of the Governing Body and the Principal of the College; a quorum shall be three members. The Committee shall include, where possible, an accountant. In addition non-governors may be co-opted by the Governing Body to provide specialist expertise.

The Chairperson shall be elected by the Governing Body and the Vice-Chairperson shall be elected by the Committee. In the absence of the Chairperson the Chair of the Committee will ask a member of the Committee to chair on their behalf.

The Chief Operating Officer, the Vice-Principal for Performance & Development and the Vice-Principal Teaching & Learning will be in attendance at all meetings and Senior Managers as and when required.

### **Rights**

The Resources Committee may:

- co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience;
- procure specialist ad-hoc advice at the expense of the College organisation, subject to budgets agreed by the Accounting Officer/ Governing Body.

However, it may not incur direct expenditure in this respect without the prior approval of the Governing Body which must be within the guidelines for procurement.

## **Duties**

The Committee shall, in relation to:

### **Treasury and Planning**

1. provide guidance and assistance to the Principal and Governing Body in all matters relating to budget planning, financial management and corporate development planning;
2. contribute towards and regularly monitor the agreed College Development Plan against identified key output areas, and obtain explanations for any material deviation from the plan;
3. recommend to the Governing Body the budget for the financial year for approval;

### **Financial Management**

4. monitor and report on the effectiveness of the College's management of resources, particularly with regard to value for money issues;
5. receive a report at each meeting on the Income and Expenditure account and balance sheet of the College;
6. provide, by means of Committee minutes, a summary of and commentary to the Governing Body on the financial reports received;
7. receive and agree updated financial forecasts as the year progresses, having obtained explanations from management as to the need for changes thereto;

### **Financial Policy & Procedures**

14. approve and review financial policy statements and regulations including the consideration of long-term planning and resourcing;
15. monitor the effectiveness of the College financial procedures;
16. prepare a lettings and fees charging policy annually for the approval of the Governing Body;
17. authorize the writing off of bad or doubtful debts in line with the Financial Memorandum;

### **Budget Monitoring and Management**

18. receive at each meeting summary reports of the College's actual financial position against budget and require management to provide explanation or revised plans where variances are material;
19. commission ad-hoc analyses and reports as may be occasionally required to gain further insight into College business;

### **Estates & Safety**

20. prepare, monitor and review the College's estates strategy in light of present and projected student numbers and curriculum policies;
21. ensure that regular health and safety checks take place and receive regular

- reports on such checks;
- 22. monitor progress on major capital construction and infrastructure projects and the management of risk;
- 23. review capital bids for long-term maintenance works and for major capital construction and infrastructure projects;
- 24. oversee the development, performance, utilisation and maintenance of the built and landscape environment of the College in accordance with the Estates Strategy;

### **Governance and General Matters**

- 25. receive reports on appropriate legal issues pertaining to the College;
- 26. liaise with other College committees through the Chairperson;
- 27. receive and consider reports, consultation papers and circulars concerning matters financial, estates and planning from the Department for the Economy;
- 28. comply with any guidance and/or direction issued by the Department with regard to the remit and/or workings of the Committee;
- 29. carry out any responsibilities delegated by the Governing Body in accordance with the Articles and Instrument of Government and the Financial Memorandum;

### **Staffing**

- 30. ensure that there are standard arrangements in place for the recruitment, appointment and promotion of staff, other than senior staff;
- 31. ensure that each member of staff shall serve under a contract of employment with the Governing Body;
- 32. ensure that Department approval is obtained for the proposed remuneration and conditions of service for senior staff;
- 33. upon the occurrence of a vacancy or expected vacancy in the staffing (other than in a post for a member of the senior staff) to set in train the standard arrangements; and
- 34. ensure that all procedures and their application in relation to the recruitment, appointment, promotion and remuneration of staff, shall comply with industrial relations and equal opportunity legislation;
- 35. ensure that the human resource management of the College supports the strategic objectives of the College, through the development of a Staffing Plan; and that policies and procedures are informed by best relevant practice in the sector and in other knowledge-based industries;
- 36. ensure that the College has an appropriate redundancy procedure in place;
- 37. ensure that Continuous Professional Development is consistent with the strategic objectives of the College;
- 38. ensure that the College has a Code of Conduct and Disciplinary Code which set out the standard of behaviour expected of staff and the procedures to be followed should they be breached;

39. ensure that the College has an appropriate grievance procedure in place for use by staff;
40. ensure that the College has an appropriate equal opportunities policy and adheres to its obligations under s75;
41. ensure that the College monitors staff satisfaction with the College as an employer;
42. advise the Governing Body on any other staffing matters referred to it by the Governing Body;

### **Digital Technology**

43. keep under review the IT Strategy in support of the College's CDP and monitor its implementation;
44. support the creation and implementation of policies for the development of IT in line with the agreed IT Strategy;
45. oversee the investment of resources to ensure delivery of the IT Strategy, including the management of 'supply and demand';
46. update on the major IT projects eg sector-wide STS implementation;

### **Reporting Procedures**

47. The draft minutes of meetings of the Committee shall be circulated to all members of the Governing Body prior to the next scheduled meeting of the Governing Body, subject to the confidentiality restrictions set out in Part V of and Schedule 4 to the Instrument of Government and paragraph 18 of the Articles of Government. The Governing Body should adopt the minutes of the Committee meetings;

### **Review of Terms of Reference**

48. The terms of reference of the Resource Committee should be reviewed on a biennial basis.

## **ANNEX 1**

### **Membership of the Northern Regional College Resources Committee**

Mr I Murphy (Chair)

Ms C McGovern

Ms D McIlwaine

Mr R McKernan

Mrs J Taggart

Mr M Higgins

## ANNEX 2

### Northern Regional College Resources Committee Indicative Workplan

October	January	April	June
NRC accounts Draft year end accounts	NRC Accounts Final year end accounts		
CDP Outcomes	Quarter 1 Financials	Quarter 2 Financials	Quarter 3 Financials
Current in-year Budget	Quarter 1 Reforecast	Quarter 2 Reforecast	Q3 Reforecast
Diversification Income	Diversification Income	Diversification Income	Diversification Income
		Training	Training
Estates & New Build Update	Estates & New Build Update	Estates & New Build Update	Estates & New Build Update
Staffing & Training	Staffing & Performance Update	Staffing Update	Staffing Update
	Consultancy Return	AOB	
Assurance Statement	IT Update		IT Update
TOR review (bi-ennial)	Creative & LMS Update		Creative & LMS Update