

**Terms of Reference RESOURCES Committee**

<b>Date of Authority</b> (Reviewed annually):	<u>Last reviewed by:</u>  Corporation: 15 December 2021 Committee: 1 May 2021
<b>Type of Responsibilities:</b>	Advisory to the Governing Body
<b>Current Chair</b>	Fred Gray

<b>Membership:</b>	<b>Up to 7 Members</b>  Notes: 1.The Committee shall include the Principal and CEO. 2. Governors who are not members of the Committee have the right to attend meetings except where the Committee goes into confidential session. 3.The membership of the Committee will be reviewed annually at the first full meeting of the Corporation for the academic year.
<b>Quorum:</b>	<b>A quorum of 3 members, 2 of whom must be full corporation Members.</b>  Notes: 1. If the number of members of the Committee assembled for a meeting of the Committee does not constitute a quorum, the meeting shall not be held. 2. 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. 3. If, for the lack of a quorum, a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he or she thinks fit, cause a special meeting to be summoned as soon as practicable (there does not need to be seven day notice period on condition the agenda is not modified from that of the meeting that was not quorate).
<b>Appointment of Chair</b>	<b>Appointment of the Chair is by the Corporation.</b>  Notes: 1. If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting.

<b>Term of Office:</b>	<b>Four Years</b>  Notes:
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	<p>1. Terms of office for the Chair will reflect their Terms of Office as a Governor, unless stipulated otherwise or they resign from the role.</p> <p>2. A vacancy which arises during the period of office of the Committee will be filled by the co-option of an independent member of the Corporation by the Chair of the Search and Governance Committee.</p>
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<b>Frequency of Meetings:</b>	<p><b>Termly – Meetings will be a minimum of 3 times per academic year.</b></p> <p>Notes:</p> <p>1. All meetings of the Committee will be summoned by the Clerk who shall send to the members written notice of the meeting and a copy of the agenda at least seven days in advance of the meeting.</p> <p>2. A special meeting of the Committee may be called by the Committee Chair.</p>
<b>Minutes:</b>	<p><b>Draft Minutes approved by the Chair of the Committee.</b></p> <p>Note:</p> <p>1. The draft minute of each meetings shall be approved by the Committee chair and presented as such to the Corporation for recommendations and information.</p>

## OVERVIEW

The Committee will contribute to strategic plans by making recommendations and proposals relevant to its own activities, specifically: financial plans and forecasts, property strategies and Brooklands Business Solution strategies. Once the Corporation approves the Strategic Plan and objectives the Committee will monitor the progress of those aspects. This Committee will be particularly concerned with the responsibility of the Corporation, which is the effective and efficient use of resources and the solvency of the institution and for safeguarding its assets.

## DELEGATED AUTHORITY & RESPONSIBILITIES

1. To approve contracts/agreements within the Committee’s financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
2. To make recommendations to the Corporation on contracts/agreements outside the Committee’s financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
3. To approve projects/capital expenditure within the Committee’s financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.

4. To make recommendations to the Corporation on projects/capital expenditure outside the Committee's financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
5. To review the profile of staff salaries against external benchmarks and to report accordingly to the Corporation.
6. To obtain external professional advice to be limited to expenditure level contained in the College's limit of authority.
7. To establish working parties as task and finish groups as needed and to have oversight of the Estates Working Party.
8. To oversee and monitor the progress of the College's Strategic Plan in relation to Finance, People Resources, ICT, Estates and Accommodation.
9. To oversee and monitor the College's revenue and capital budgets, management accounts and financial forecasts.
10. To oversee and monitor the College's Health and Safety Policy and practice.
11. To approve budget transfers.
12. To determine the College's fees policy.
13. To establish and review the financial regulations of the College.
14. To consider and recommend to the Corporation policies and procedures as set out in the College Financial Regulations.
15. To consider and recommend to the Corporation general pay awards. Senior Postholders pay and conditions will be the purview of the Senior Postholder Employment and Conditions Committee.
16. To monitor the strategic plan in accordance with the work delegated to this Committee by the Corporation.
17. To receive an annual report from Senior Post Holder with responsibility for People Performance within Brooklands College.
18. To receive reports and minutes from any sub committee or working group established as a task and finish group.
19. To review the business of the meeting to ensure that any emerging risks have been identified for inclusion on the risk register.

## **FLEXIBILITY**

1. External experts may also be co-opted to serve the Committee if so required.
2. The Committee can also appoint subcommittees and working groups to undertake its duties on a task and finish basis, but in all instances the task and finish group will report back to the Resources Committee. The final decision/recommendation of any such task and finish group will be made to the Corporation by the Committee.
3. Other meetings may take place as and when necessary. Between meetings the Chair of the Committee will be a liaison link, with the relevant Senior Post Holders within the College, on matters that arise which may affect the performance and/or curriculum development of the College
4. The Committee shall be entitled to go into confidential session and exclude any, or all, participants and observers.