

HARROW COLLEGE FURTHER EDUCATION CORPORATION

RESOURCES COMMITTEE CONSTITUTION & TERMS OF REFERENCE

1 Introduction

- a) The name of the committee shall be the Resources Committee ("the Committee").
- b) The Committee is established in accordance with paragraph 4 of the Articles of Government of Harrow College Further Education Corporation.
- c) The Terms of Reference of the Resources Committee may be varied at any time by the Corporation.
- d) The Resources Committee is a sub-committee of the Harrow College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject.

2 Terms of Reference

The terms of reference shall be as follows:

- a) To monitor and make recommendations in respect of the efficient and effective use of resources, including monthly income, expenditure, cash flow and balance sheet reports and periodic value for money studies, and to bring to the urgent attention of the Corporation any concern about the solvency of the College or safety of significant assets, and to maintain oversight of all off campus and collaborative provision and any joint ventures;

- b) To recommend to the Corporation the performance indicators for the business of the College;
- c) To recommend to the Corporation three-year rolling programmes of expected capital expenditure to be included with financial forecasts, all items of capital expenditure not contained in the annual capital estimates approved by the Corporation, and to monitor progress of capital projects;
- d) To ensure that the Financial Regulations are prepared for approval by the Corporation;
- e) To ensure that the Property Strategy and the Maintenance Investment Plan are prepared for approval by the Corporation, save to the extent that is it covered by the Property & Accommodation Committee;
- f) to ensure that a framework for pay and conditions of service of all staff (other than holders of Senior Posts) is prepared for approval by the Corporation, in accordance with the Articles of Government of the College;
- g) To prepare a policy framework covering other employment issues (such as Equal Opportunities and Staff Welfare) for approval by the Corporation, and to monitor the compliance of the College concerning Employment and Health and Safety;
- h) Members of the Committee shall discharge any responsibility or authority of the Corporation for the consideration of appeals from staff (other than holders of Senior Posts) or students or other persons or bodies under disciplinary, grievance or complaints procedures;
- i) To determine, insofar as it is permitted by the Instrument and Articles of Government of the College, all other matters which are not reserved functions of the Corporation under Article 5(6), or which are not delegated to other Committees or the Principal.

3 Membership and Quorum

- a) The membership shall be in accordance with the following:
- The Principal; and
 - 5 members of the Corporation; and
 - If so decided by the Corporation, 1 co-opted member (who shall hold a qualification in accountancy if no other member of the Committee possesses one)
- b) Members (other than the co-opted member) shall be appointed by the Corporation at its first meeting after the 1st April each year, at which time one of the members shall be appointed by the Corporation to be Chair of the Committee.
- c) If the Chair is absent from any meeting of the Committee the Committee Vice Chair shall act as Chair for that meeting.
- d) The attendance of the Vice Principal(s), the Director of Finance, the Director of Estates and Facilities, the Director of Human Resources and other relevant members of the College staff shall be required at meetings of the Committee and shall be entitled to speak at such meetings but shall not be entitled to vote on any issue.
- e) The Committee shall meet at least 3 times each year to consider matters arising naturally from the terms of reference below, or matters placed on the agenda at the request of the Corporation or any of its Committees, or matters placed on the agenda at the request of the Chair or any member of the Committee or the External or Internal Auditors.
- f) The quorum for meetings shall be 3 members, 2 of whom shall be members of the Corporation.

4 Clerk to the Resources Committee

- a) The Clerk to the Resources Committee will be the Clerk to the Corporation.

5 Conduct of Meetings

- a) All meetings shall be conducted to timed agendas.
- b) The agenda of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee, the Principal, and the Director of Finance and circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting. (Copies of agendas and papers shall also be circulated as directed from time to time by the Corporation).
- c) Where matters of a sensitive or confidential nature are to be discussed at a meeting, the Clerk, in consultation with the Chair of the Committee, the Principal where appropriate, and, if necessary, the Chair of the Corporation shall reserve these matters to a confidential (Part II) agenda. Details and papers of such agenda shall not be circulated, unless the circumstances which caused them to be considered as sensitive or confidential no longer pertain.
- d) The rules for adoption of resolutions etc. shall be as those directed from time to time in the Instrument of Government or Standing Orders for meetings of the Corporation.

6 Minutes and Reports of Meetings

- a) Draft Minutes of all meetings of the Committee shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal and circulated as soon as practicable after the meeting to all members of the Committee.
- b) The Minutes or draft Minutes of all meetings shall be presented by the Chair of the Committee to the next meeting of the Corporation and the Chair of the Committee shall give an oral report in support thereof as may be necessary.
- c) Minutes of the meetings, with the exception of those regarded as confidential in accordance with c) above, will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website for a minimum period of twelve months..

7 Openness and Transparency

- a) The Terms of Reference of the Resources Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website.