



FINANCE AND GENERAL PURPOSES (F&GP) COMMITTEE

TERMS OF REFERENCE

1 MEMBERSHIP

- The Committee shall comprise at least six (6) members (who may or may not be members of the Corporation) each of whom shall have a right to vote.
- The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate although such invited persons shall not have a vote but shall be entitled to speak at the meeting.
- The Chair of the Committee will be selected by the Corporation.
- If requested by the Committee, the Finance Director or any other member of staff will attend.
- The quorum for meetings of the Committee shall be 50% (rounded up to the nearest whole number) of the current membership.
- The Clerk to the Corporation shall act as Clerk to the Committee.
- The Committee will meet at least three (3) times per year.

2 TERMS OF REFERENCE

- To oversee and monitor the progress of the College's Strategic Plan in relation to Finance, Human Resources, Information Communication Technology, Estates, Accommodation and other resources and Health & Safety. In particular:

Finance

- To consider and advise the Corporation on all aspects of the Corporation's finances, financial policies, controls and strategy.
- To establish and review the financial regulations of the College.
- To consider and make representations to the Corporation on the annual estimates and budgets of revenue and capital, income and expenditure and other budgets.
- To consider, review and report on the monthly management accounts of the Corporation and of any subsidiary trading companies or other joint ventures.
- To consider and make representations to the Corporation on the solvency of the Corporation and the safeguarding of its assets including insurances.
- To consider and advise the Corporation on any relevant taxation issues.

- To advise the Corporation generally on investments and borrowings and to seek appropriate advice from external sources.
- To determine the College's tuition fees policy.
- To exercise financial control over the acquisition and disposal of land, property, goods and services where required under the provisions of the College's Standing Financial Instructions.

Note: 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.

Human Resources

- To consider and advise the Corporation on all strategic matters connected with the staffing of the College including current and projected staffing needs, employment policies and procedures including staff retention, diversity and sickness absence.
- To consider and advise the Corporation on the College's Single Equality Scheme or equivalent, Policy and Action Plan as they relate to staff and to recommend to the Corporation the annual report on progress in the implementation of the objectives within the Policy.
- After liaison by management with relevant trades unions, to consider and advise the Corporation on any proposed collective bargaining arrangements.
- Subject to compliance with the annual budget approved by the Corporation, to consider and advise the Corporation on annual pay awards for staff of the College (excluding senior post-holders).
- To oversee the development of the College's Staff Voice Strategy and monitor the effectiveness of the Staff Voice Strategy in achieving its objectives.

Health and Safety

- To consider matters related to health and safety and to receive the annual Health and Safety report, monitoring any strategic issues raised therein and advising the Corporation as appropriate.

Community Engagement

- To oversee the development of the College's Community Engagement Strategy and monitor the effectiveness of the Strategy in achieving its objectives.

Marketing and Promotion

- To consider and advise the Corporation on all strategic matters connected with the marketing and promotion of the College and monitor effectiveness.

Note: The Committee is to be made aware of Estates, Accommodation and Collaboration information that falls within the remit of the Strategy and Estates Committee and the associated implications, especially in relation to proposed Capital projects.