

Terms of Reference for the Resource Planning Committee

Constitution and Membership

The Governing Body will be responsible for establishing this committee and for appointing the Chair of the committee and its members.

There shall be not less than 5 members and not more than 8 members to include the Principal *ex officio*. A quorum shall be 40% of its actual, not permitted, membership and at least two externally appointed Governing Body members must be present. The committee may, with the approval of the Governing Body, co-opt up to two members from outside the Governing Body who have particular expertise. The co-opted members' presence is not to be included in the quoracy number.

Members of College staff will be required to attend as appropriate.

In order to ensure independence and objectivity, members of this committee are not permitted to be members of the Audit Committee.

Authority

The Committee is authorised by the Governing Body to examine all aspects of the College's financial, human resources and estates policies, procedures, structure and plans.

Proceedings

The Committee should normally meet at least **four** times per academic year and report to the Governing Body at the next convenient meeting.

Duties

1. Executive Responsibilities

A: Finance & Estates

- (i) to recommend for approval or non-approval by the Governing Body single expenditure proposals or projects exceeding £100,000 in accordance with the Financial Regulations;
- (ii) to recommend for approval or non-approval by the Governing Body write-off of any debts exceeding £25,000 in accordance with the Financial Regulations;

- (iii) to recommend for approval or non-approval by the Governing Body regulations for the investment of surplus funds and borrowing requirements within the authorised guidelines;
- (iv) to approve/not approve or recommend for approval or non-approval by the Governing Body any policies and procedures set out in the delegated authority policy list.

B: Human Resources

- (i) to approve/not approve or recommend for approval or non-approval by the Governing Body any policies and procedures set out in the delegated authority policy list in respect of human resources matters (with particular reference to recruitment and appointment, performance management and appraisal procedures, training and development policies, grievance and disciplinary procedures, absence management policies, health and safety and equality, diversity and inclusion);

2. Monitorial Responsibilities

To monitor, for advice to the Governing Body:

- (i) the effective and efficient use of resources;
- (ii) the solvency of the College;
- (iii) financial operating procedures and financial regulations;
- (iii) reports and accounts for the operation of the College and its subsidiaries;
- (iv) financial performance including the scrutiny of quarterly management accounts, forecasts, budgets and financial KPIs;
- (v) the status and safety of all campus sites including major developments;
- (vi) progress on major campus developments;
- (vii) the operation of human resources policies;
- (viii) internal, external and national developments relating to human resources.

3. Advisory Responsibilities

To consider and advise the Governing Body on the following:

- (i) College strategies in relation to finance, estates and human resources;

- (ii) annual estimates of income and expenditure;
- (iii) allocation of **all** resources;
- (iv) capital expenditure and depreciation;
- (v) the annual statement of audited accounts;
- (vi) new bank loans or changes to the terms of existing bank loans for approval by the Governing Body;
- (vii) human resource implications of major organisational change within the College;
- (viii) any other matters referred to the committee by the Governing Body.

Reporting Procedures

The committee shall provide minutes of its meetings to the Governing Body via the Clerk to the Governing Body.

The Committee shall provide for the Governing Body such ad hoc reports as may be required.

Clerking Arrangements

The Clerk to the Governing Body should be the Clerk to the Resource Planning Committee.

Nicola Eyre, Clerk to the Governing Body
REVISED: February 2023
APPROVED: March 2023
NEXT REVIEW: March 2026