

## **CENTRAL SUSSEX COLLEGE CORPORATION**

### **Terms of Reference for the Resources Committee**

(Revised by the Corporation at its meeting on 11.12.06, 17.12.07 and 20.10.08)  
(change of committee name agreed by the Corporation at its meeting on 29.03.07)

#### **1. Membership**

- 1.1 The Committee shall be appointed by the Corporation and shall comprise a minimum of 3 members. Members of the Audit Committee will be ineligible to serve.
- 1.2 The Chair of the Committee will be selected by the Corporation.
- 1.3 The Clerk to the Corporation shall act as Clerk to the Committee, and in his absence the Deputy Clerk.
- 1.4 The Committee will meet at least 5 times per year.

#### **2. Purpose**

- 2.1 The Committee will fulfil an advisory and monitoring role to the Corporation, reviewing the effectiveness of the operational management of the College against the targets and budgets set by the Corporation.

#### **3. Terms of Reference**

##### **3.1 Finance**

- 3.1.1 To consider and advise the Corporation on all aspects of the Corporation's finances, financial policies, controls and strategy.
- 3.1.2 To advise the Corporation on the economic and market factors in the area the College operates within to ensure that these are taken into account when developing and reviewing strategy.
- 3.1.3 To develop and advise the Corporation on the 3 year Development Plan, three year Financial Forecasts, Capital Budget and bids for funding required by the LSC or successor body and to fulfil the College's plans.
- 3.1.4 To develop and advise the Corporation on the one year operating plan and to make recommendations for the adoption of an annual operating budget to meet annual objectives.
- 3.1.5 To monitor the operational effectiveness of the College against the Corporation's targets and in particular safeguard the financial health and solvency of the College and safeguard its assets.
- 3.1.6 To monitor on behalf of the Corporation the periodic management accounts and the College's performance against the annual income and expenditure budget including the cash flow forecast.
- 3.1.7 To consider any capital projects and advise the Corporation on their financial implications and monitor the progress of capital projects.
- 3.1.8 To review the annual financial statements before submission to the Corporation for approval.
- 3.1.9 To monitor and recommend to the Corporation investment and borrowing policies.
- 3.1.10 To consider and advise the Corporation on proposed contracts that will or are likely to exceed the Principal's delegated authority.
- 3.1.11 To review and monitor the insurance and banking arrangements.

- 3.1.12 To consider and recommend to the Corporation arrangements for franchising and partnership agreements.
- 3.1.13 To monitor on behalf of the Corporation the current year within the 3 year Development Plan and progress against its milestones and targets

### **3.2 Premises**

- 3.2.1 To monitor and review, on behalf of the Corporation the efficiency and effectiveness of the College's facilities management.
- 3.2.2 To monitor and review all financial aspects of the buildings, including reviewing the negotiation of terms for secured loans.
- 3.2.3 To monitor and review the progress of the Property Strategy and Planned Maintenance Programme within the agreed timescales and budget and advise on financial implications.
- 3.2.4 To monitor the preparation of capital bid funding to the LSC or successor body.

### **3.3 Human Resources**

- 3.3.1 To make recommendations for and review the development of the framework for the pay and conditions of all staff, with the exception of the designated senior postholders.
- 3.3.2 To receive and consider human resources initiatives on key employment issues in support of the Human Resources Strategy and recommend policies and procedures to underpin them.
- 3.3.3 To monitor and review the statutory instruments which the Governing body must make in relation to the exercise of the Corporation's discretionary authority in relation to the Local Government Pension Scheme and the exercise of its discretionary powers.
- 3.3.4 To monitor and review the statutory statements and procedures the Corporation is expected to maintain, concerning consultation with staff and to recommend such changes as are necessary.
- 3.3.5 To receive regular reports on the operation of the staff development programme and staff development matters, including IIP status and the staff appraisal scheme.
- 3.3.6 To monitor policies in relation to equality and diversity and race equality issues in respect of the HR Strategy on behalf of the Corporation.
- 3.3.7 To receive reports arising from staff disciplinary and other hearings and to review the related procedures, policies and strategies against their outcomes.
- 3.3.8 At the request of the Corporation to consider such other employment and human resources issues as may arise from time to time which are not covered above.

### **3.4 General**

- 3.4.1 To develop and advise the Corporation on the College Strategic Plan and its associated strategies (including their financial implications) and to monitor and keep them under regular review. These associated strategies include:
  - Property (including the Planned Maintenance Programme)
  - Human Resources
  - Finance
  - Marketing
- 3.4.2 To consider and advise the Corporation on any other matters that the Corporation may delegate or on any other matters not falling within the remit of the Committees established by the Corporation.
- 3.4.3 To review its Terms of Reference annually.