



## **THE WINDSOR FOREST COLLEGES GROUP CORPORATION**

### **RESOURCES COMMITTEE**

#### **TERMS OF REFERENCE**

#### **1.0 PURPOSE**

- 1.1 The Committee shall determine or advise the Corporation on such matters relating to people, financial and physical resources as the Corporation may remit to them as shown in below

#### **2.0 POWERS AND DUTIES**

##### **2.1 Human Resources**

- 2.1.1 To advise the Corporation on the framework for the pay and conditions of staff [other than the remuneration of holders of senior posts], including the development of relevant policies and procedures.
- 2.1.2 To ensure that HR plans are developed so that the College Group is appropriately resourced to deliver the Strategic Plan.
- 2.1.3 Validation of a programme of training and development to ensure it is effective in developing the capability of staff to deliver the College Group strategy and operating priorities.
- 2.1.4 To receive regular reports on HR statistics

##### **2.2 Financial Resources**

- 2.2.1 To consider and guide the strategic financial planning of the College Group subject to the final approval of the Corporation.
- 2.2.2 To review planning and budget proposals made by the Group Principal/CEO prior to the approval of the annual estimates of income and expenditure by the Corporation.
- 2.2.3 To receive a monthly monitoring statement to each meeting of the Committee for income and expenditure.
- 2.2.4 To review the College Group's financial regulations and to make recommendations to the Corporation concerning any proposed changes.
- 2.2.5 To review the Treasury Management matters for the College Group.
- 2.2.6 To review arrangements for securing value for money, solvency and safeguarding of assets.
- 2.2.7 To advise on other matters relating to financial policy as delegated by the Corporation, and to consider proposals made on these matters by the Group Principal/CEO.



2.2.8 To ensure there are effective sales and marketing plans for the College Group and monitor their implementation.

2.2.9 To advise the Corporation on the tuition and other fees payable to the Corporation.

### **2.3 Property and major capital items**

2.3.1 To receive and consider proposals from the Group Principal/CEO relating to premises and land (e.g. capital development programmes, repair and maintenance programmes).

2.3.2 To approve capital expenditure within the terms of delegation for major capital projects.

### **2.4 Other areas**

2.4.1 To advise the Corporation on the framework for health and safety, to review health and safety performance and to make associated recommendations to the Board.

2.4.2 To review risks allocated to the Committee under the College Group's Risk Management Framework

## **3.0 MEMBERSHIP**

3.1 The Committee shall consist of eight members appointed from members of the Corporation. There is provision for 2 co-opted individuals if required.

3.2 Audit Committee members are not eligible to serve on this Committee.

3.3 Members shall be appointed annually by the Corporation and shall be eligible for re-appointment.

3.4 All members of the committee are eligible to vote.

## **4.0 CHAIR AND VICE-CHAIR**

4.1 At the first meeting of the yearly Committee cycle, the Committee shall appoint a Chair and Vice-Chair from amongst its members.

## **5.0 QUORUM**

5.1 Meetings of the Committee shall be quorate if three or more members of the committee are present.



## **6.0 PROCEEDINGS OF MEETINGS**

- 6.1 The Committee will meet at least once per term and more frequently, if required. Additional meetings will be called by the Chair of the Committee.
- 6.2 Meetings will be clerked by the Clerk to the Corporation, who will also maintain the official record of the meetings, minutes and attendance of the Committee.
- 6.3 In accordance with the Instrument and Articles of Government (1h), presence at the meeting may include by phone or video conference facilities.
- 6.4 All matters to be decided at a meeting of the Committee will, unless there is clear unanimity on that matter, be decided by a majority of the members present and voting.
- 6.5 Non-confidential sections of meetings will be open to the public to attend by application to the Clerk or Chair at least four days before the meeting, subject to the requirements of necessary confidentiality.

## **7.0 REPORTING**

- 7.1 The Resources Committee will report to the Corporation.

## **8.0 TERMS OF REFERENCE REVIEW**

- 8.1 The Review of the Terms of Reference normally will be every 2 years.