

STAFFORD COLLEGE

**STANDING ORDERS FOR THE
RESOURCES COMMITTEE**

of the

STAFFORD COLLEGE CORPORATION

Approved by the Corporation on 14 December 2000

Latest update approved by the Corporation April 2010

RESOURCES COMMITTEE

1. Purpose

- 1.1 To advise the Corporation on, and determine where appropriate, matters relating to the use of human, physical, information and financial resources by the College.

2. Composition

- 2.1 The Committee shall comprise ten members, of whom:-
- (a) one member shall be the Principal, whether or not he/she chooses to be a member of the of the Corporation;
 - (b) seven members shall be drawn from the membership of the Corporation, including the Chair of the Corporation but excluding any staff or student members;
 - (c) Two members shall be externally co-opted members or Associate Governors with appropriate skills and expertise to support the work of the Committee.
- 2.2 No person who is a member of the Audit Committee of the Corporation shall be a member of the Committee.

3. Appointments, Chair, Term of Office

- 3.1 All appointments to the Committee shall be made by the Corporation.
- 3.2 The Chair of the Committee shall be appointed by the Corporation for a term of office not exceeding four years. Neither the Principal nor any externally co-opted member or Associate Governor shall be eligible to be appointed Chair.
- 3.3 The Vice Chair of the Committee shall be a member of the Corporation and shall be appointed by the Corporation for a term of office not exceeding two years.
- 3.4 The Clerk to the Corporation shall act as Clerk to the Committee.
- 3.5 If the Chair is absent from any meeting of the Committee, the Vice Chair of the Committee shall chair the meeting. In the absence of both the Chair and the Vice Chair from any meeting of the Committee, the members present shall choose one of their number to act as Chair for that meeting, provided that the member chosen shall not be the Principal, an externally co-opted member or an Associate Governor.
- 3.6 Appointments shall be reviewed by the Corporation annually in October. Members of the Committee shall be eligible for reappointment.
- 3.7 If at any time the Corporation are satisfied that any member of the Committee:-
- (a) has been absent from meetings of the Committee for a period longer than six consecutive months without the permission of the Corporation; or
 - (b) is unable or unfit to discharge the functions of a member,

the Corporation may by notice in writing to that member remove him from office and thereupon the office shall become vacant.

- 3.8 The term of office for an externally co-opted member or an Associate Governor of the Committee shall not exceed four years.

4. Meetings

- 4.1 The Committee shall meet at least once in every term and shall hold such other meetings as may be necessary.
- 4.2 A special meeting may be called at any time by the Chair or at the request in writing of four members of the Committee.
- 4.3 Meetings of the Committee shall be quorate if at least 40% of members are present (ie a minimum of 4 members).
- 4.4 If for a lack of quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he thinks fit, cause a special meeting to be summoned as soon as conveniently may be.
- 4.5 Most questions to be decided at a meeting of the Committee shall be determined without a vote being required. The Chair shall normally ask Members, at the conclusion of a discussion, for their agreement to the proposal in question. A vote shall only be called for by the Chair if there is a clear expression of dissent.
- 4.6 Where a decision is to be determined by voting, the decision shall be confirmed by a majority of the votes of the Members present and voting on the question. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.
- 4.7 A member may not vote by proxy or by way of a postal vote.
- 4.8 The provisions of the Instrument of Government in relation to Members not to be financially interested in the Institution; Meetings; Quorum; Proceedings of Meetings; Minutes; Public Access to Meetings; Publication of Minutes and Papers; and Allowances to Members shall apply to the membership and meetings of the Committee except as provided in this Clause 4 and in Clauses 1 to 3 above.

5. Participation of Other Members of the Corporation

- 5.1 Members of the Corporation who are not members of the Committee:-
- (a) shall receive a summary of the minutes of the Committee (full minutes and agenda papers shall be available on request from the Clerk to the Corporation);
 - (b) shall have the right to attend meetings of the Committee as an observer, or at the invitation of the Chair;
 - (c) at the invitation of the Chair, may participate in any debate of the Committee;
 - (d) notwithstanding the above, shall not vote on any matter to be decided by the Committee;

except that staff and student members of the Corporation shall normally not receive any papers or minutes relating to, or have any right to attend or participate in, any matter to which Clause 14(4), (7) or (8) of the Instrument of Government applies.

5.2 The Committee may, when they are satisfied it is appropriate, go into confidential session and exclude any, or all, participants and observers.

6. Terms of Reference

6.1 To examine the Principal's proposals for:-

- annual estimates of income and expenditure;
- the annual financial forecast, as required by the LSC, including the College's self-assessment of financial health;

and make recommendations to the Corporation.

6.2 To monitor the capital and revenue budgets and the financial health of the College and advise the Corporation.

6.3 To review the financial position of the Corporation at least termly.

6.4 To review and advise the Corporation on arrangements for the effective and efficient use of resources by the College and the safeguarding of the College's assets.

6.5 To examine the draft financial statements for a financial year and make recommendations to the Corporation.

6.6 To approve the Students' Union audited accounts on an annual basis.

6.7 To consider and approve the annual review of financial regulations and standing orders relating to contracts, including the following associated Policy and Procedures:

- Policy on Fraud, Corruption and Irregularities
- Public Interest Disclosure Procedure
- Procedure for the Prevention of Money Laundering

6.8 To consider and approve the College's Tuition and Examination Fee policy on an annual basis.

6.9 To consider and approve the College's Environmental and Sustainability Policy and Action Plan on an annual basis.

6.10 To monitor the College's Treasury Management performance and to advise the Corporation on policies for borrowing and investment.

6.11 To advise the Corporation on the selection of professional advisers (other than auditors), subject to the financial approval limits set out in section 17 of the financial regulations.

6.12 To evaluate and monitor capital projects as appropriate under financial regulations and make recommendations to the Corporation.

- 6.13 To determine as appropriate under financial regulations the write-off of debts, property and stocks and stores.
- 6.14 To advise the Corporation on the College's:-
- information strategy;
 - risk strategy.
- 6.15 To advise the Corporation on:
- the College's Accommodation Strategy, including progress against targets, taking into account the work undertaken by the College's Accommodation Strategy Working Group;
 - the lifespan of the Accommodation Strategy Working Group.
- 6.16 To advise the Corporation on:
- the framework for pay and conditions of staff other than senior postholders;
 - the annual pay award;
 - personnel policies and procedures: e.g. discipline, grievance, redundancy;
 - the College's staffing plan.
- 6.17 To advise the Corporation on the College's:-
- planned maintenance programmes;
 - equipment replacement policies and programmes;
 - policies and programmes for replacement of information technology equipment.
- 6.18 To consider and advise the Corporation on any relevant taxation issues.
- 6.19 To carry out an annual self-assessment of the performance of the Committee as part of the self-assessment process for the Corporation as a whole.
- 6.20 To advise the Corporation on the College's strategic plans and to ensure that all the financial implications of such plans area taken into account in the financial plans.
- 6.21 To advise the Corporation as to whether annual budgets are in line with longer-term plans.
- 6.22 To deal with any other delegable matter relating to the use of resources by the College that may be remitted from time to time by the Corporation to the Committee for determination or advice.
- 6.23 To undertake in-year amendments to the Committee's Standing Orders, subject to an annual review by the Corporation.