

the Sheffield College

Terms of Reference

Finance, Employment, and General Purposes Committee (revised July 2018)

1. Constitution

The Governing Body resolves to appoint a Finance, Employment and General Purposes Committee. The purpose of the Committee is to maximise the effectiveness and efficiency of the College

2. Membership

- 2.1 The Committee, its Chair and Vice Chair shall be appointed by the Governing Body and will consist of up to 8 Governors, including the Chief Executive and Principal, Chair of the Governing Body (ex-officio) and Chair of the Teaching, Learning, Quality & Student Experience Committee (Ex-officio)
- 2.2 Membership may include persons who are not members of the Governing Body. Any such members will not be entitled to vote.
- 2.3 Other Governors shall have a right of attendance.

3. Quorum

A quorum shall consist of 40% of Committee members (the majority of which must be Governors).

4. Attendance at Meetings

- 4.1 The Executive Director of Finance & Resources and Executive Director of Human Resources & Organisation Development will normally attend meetings. Other employees may be invited to attend as appropriate.
- 4.2 The Clerk to the Governing Body shall be Clerk to the Committee.

5. Frequency of Meetings

Meetings shall normally be held six times per year.

6. Proceedings of Meetings

- 6.1 Every question to be decided at a meeting of the Committee shall be determined by a majority of the members present. Where there is an equal division, the Chair of the meeting shall have a second or casting vote.
- 6.2 A member may not vote by proxy.
- 6.3 The Committee may meet by telephone conference or by other "virtual" means.

7. Authority

The Committee is authorised by the Governing Body to:

- 7.1 Investigate any activity within its terms of reference.
- 7.2 Seek any information it requires from any employee, although normally through the Chief Executive and Principal or members of the Executive Team.

- 7.3 Obtain outside legal, or other professional advice and to secure the attendance of others with relevant experience and expertise if it considers this necessary.
- 7.3 Establish task groups and to nominate “subject” leads, provided such arrangements are regularly reviewed and updated.
- 7.4 Initiate action and/or pursue issues through the Governing Body.
- 7.5 Review and make recommendations to the Governing Body on revisions to these Terms of Reference.

8. Duties

- 8.1 The duties of the Committee shall be:
- 8.2 To advise the Governing Body on the financial health and solvency of the College, taking account of annual income and expenditure and the financial and operating performance of the College.
- 8.3 To review the College’s budget and cash flow forecasts together with financial and operating reports prepared by management and monitor performance against these.
- 8.4 To review capital budgets and approve specific capital expenditure when delegated by the Governing Body.
- 8.5 To review the effective and efficient deployment, management and utilisation of financial, physical and human resources, the financial implications of any decisions, and advise the Governing Body accordingly.
- 8.6 To ensure that the requirements of the Financial Memorandum with the funding agencies and other regulatory requirements of funding bodies, are fulfilled
- 8.7 To periodically review the College’s financial regulations and recommend for Governing Body approval. Within the authorisation limits specified in the Financial Regulations and Delegated Authority Matrix. To approve or endorse the approval of requests for waivers of the Financial Regulations.
- 8.8 To consider and determine, on behalf of the Governing Body, the framework for the pay and conditions of service of staff (other than the Principal and Senior Postholders) and human resources related policies and procedures, including:
- terms to be offered in the case of early retirement or redundancy for all posts below Senior Postholder level;
 - grievance, capability, disciplinary and collective dispute procedures.
- 8.9 To offer such advice to the Chief Executive and Principal as may, from time to time, be sought.

9, Accountability

- 9.1 The Committee will report to the Governing Body.
- 9.2 The Committee will consider whether any proposal or decision will have implications for the students of the College and will refer matters accordingly to the Governing Body.

Any issue not specifically covered in the above Terms of Reference is regulated by the Articles and Instruments of Governance (Statutory Instrument 1992 No 1963).

Drafted: January 2011, approved by Governing Body December 2011

Revised October 2015 to include the Chair of Planning and Performance Committee as an ex-officio member

Revised February 2016

Revised July 2018 to take account of the recommendations of the Governance Task and Finish Group.