

Doncaster College

TERMS OF REFERENCE FOR THE FINANCE AND RESOURCES COMMITTEE 2010/11

1. Membership	1.1 The membership of the Finance and Resources Committee shall be 6 members.
	1.2 Members shall serve for a period of one College year and shall be eligible for re - appointment.
	1.3 Membership of the Committee shall be determined at the final meeting of the Governing Body in the College year.
	1.4 Members of the Finance and Resources Committee shall not serve on the Audit Committee and vice versa.
2. Quorum	2.1 The quorum for the meeting shall be 3 members.
3. Frequency of Meetings	3.1 The Finance and Resources Committee shall meet at least once per term.
4. Responsibilities of the Finance and Resources Committee (D denotes a formally delegated power by the Governing Body)	4.1 To make recommendations to the Corporation on annual estimates of income and expenditure, major variations of expenditure, capital expenditure requirements including loans, the College accommodation strategy.
	4.2 To review arrangements for ensuring solvency, safeguarding assets and securing value for money.
	4.3 To approve material virement between budget heads (D)
	4.4 To monitor capital expenditure within the approved programme
	4.5 To agree policy to determine tuition and other fees (D)
	4.6 To determine the Corporation investment and borrowing policies, including leasing and hire purchase (D).
	4.7 To review and advise the Corporation on the pay and conditions framework for all staff (excluding the Principal, designated senior staff and the Clerk to the Corporation).

	4.8	To review and advise the Corporation on the College human resource strategy.
	4.9	To review and monitor the College Health and Safety policy and procedures.
	4.10	To review and monitor the College staff development policy and procedures.
	4.11	To receive reports on employee relations including reports of matters discussed at the Joint Consultative Committee.
	4.12	To monitor the financial health of the College and to recommend the financial statements to the Board for approval (jointly with the Audit Committee)
	4.13	To monitor the financial health of College companies and to report regularly to the Board on the financial performance of College companies.
5. Election of Chair and Vice Chair of the Committee	5.1	The Chair shall be elected at the first meeting of the Finance and Resources Committee in each College year.
	5.2	The Vice Chair shall be elected at the first meeting of the Finance Resources Committee in each College year.
6. Clerking of the Committee	6.1	The Clerk to the Corporation will provide the clerking for the committee.
7. Reporting to the Governing Body	7.1	The minutes of the Finance and Resources Committee will be presented to the next meeting of the Governing Body.