

Bilborough College

EMPLOYMENT POLICY & FINANCE COMMITTEE

TERMS OF REFERENCE

ROLE

- To support the Corporation on issues relating to the financial management of the College including value for money, risk management, solvency, the safeguarding of the College's assets and the stewardship of public funds.
- Support the Corporation on matters relating to human resources, including the framework for the pay and conditions of all staff, except senior postholders, taking into account advice and guidance from the national employers' organisations such as the Sixth Form Colleges' Employers Forum.
- Inform Corporation on the adequacy of the IT and E-Learning provision as part of the oversight of the Quality Audit programmes, and review the Marketing and PR strategies.

ACCOUNTABILITY

- Within the annual budget set by Corporation, make decisions on capital expenditure
- Recommendations as the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding of their assets
- Recommendations on the conditions of service and remuneration of staff
- Oversee the resources to be applied to the IT and E-Learning strategy of the college, in conjunction with the Standards Committee

MEMBERSHIP

The committee will comprise members appointed by the Corporation as follows:

Chair of the Committee
Principal
Support Staff Governor
At least 3 Corporation members
Director of Finance
Up to 2 non-governor members with expertise relevant to the Committees' duties

The quorum for a meeting will be 3 members of the committee, including at least 2 members of the Corporation, other than the Principal or Support Staff Member.

Members of the Audit Committee are ineligible for members.

Meetings will be clerked by the Clerk to the Corporation.

DUTIES

- To make recommendations to the Corporation on the annual estimates of income and expenditure, financial forecasts, capital expenditure requirements including loans and the College Accommodation Strategy

- To monitor management accounts on behalf of the Corporation and make regular reports thereon.
- To review annually the financial regulations.
- To review regularly the College's Risk Register making necessary recommendations to Corporation, together with being responsible for the operation of the College's risk management system
- To review the Human Resources Performance Indicators and report to Corporation on key personnel matters with recommendation where required
- To review the IT and E-Learning strategies with recommendations to Corporation where required
- Ensure appropriate policies are in place for the management of assets
- To review the marketing and PR strategy and implementation, with recommendations to Corporation where required.
- To make recommendations to the Corporation on the College's policy regarding tuition and other fees and to determine applications under the College Bursary Scheme
- To make recommendations to the Corporation on the framework for pay and conditions of service of all staff (except senior postholders) taking into account advice and guidance from national employers' organisations such as the Sixth Form Colleges' Employers' Forum.
- To make recommendations to the Corporation on rules and procedures relating to staff grievances, conduct, suspension, dismissal and appeals after consultation with staff
- To make recommendations to the Corporation regarding risk management health and safety policy and to act on behalf of the Corporation in discharging its responsibilities under the College's Health and Safety Policy.
- To promote Equality & Diversity, in relation to staff and potential staff at the college.

December 2009