

***Corporation Members are reminded that any external interests which may conflict with any of the presented agenda items, must be declared at the start of the meeting.***

## **ST HELENS COLLEGE CORPORATION**

### **RESOURCES COMMITTEE**

#### **REMIT AND SCHEME OF DELEGATION:**

##### **A Remit of Committee:**

- 1 The oversight, review and revision of College Human Resources policies and systems, including organisational staffing structures linked to adapting to College change.
- 2 The oversight of staff recruitment matters and arrangements for filling vacant posts.
- 3 To monitor the College's staff establishments and to consider revisions where appropriate.
- 4 To review and recommend to the Corporation the salaries of Senior Leadership Team (excluding Designated Senior Post-holders and the Clerk to the Corporation), following the advice of the Remuneration Committee.
- 5 To act as a Standing Committee for the appointment of Senior College postholders as set out in the College's Instrument of Government.
- 6 The oversight of industrial relations matters within the College.
- 7 To set, for recommendation to the Corporation, 3-year rolling success rate targets, taking into account national benchmarks and actual performance
- 8 To review, on behalf of the Corporation, and in conjunction with the Standards and Curriculum Committee, a systematic monitoring process for monitoring student success, including attendance, retention, achievement, progression and related quality issues; to scrutinise the information presented and to challenge and question the Executive as appropriate.
- 9 To receive reports upon and monitoring the operation of the College's budgets.
- 10 To approve partnership franchised and sub-contracting arrangements on behalf of the Corporation if required by the Financial Regulations; to receive reports and to monitor the target performance of College partners and any off-site franchised activity.
- 11 To receive, review and approve the College's two-year financial forecasts on an annual basis, and the Management Accounts on a monthly basis.
- 12 To oversee, review and, where necessary, revise College Financial and Central Resource Systems.
- 13 To determine detailed budgetary adjustments between areas of the budget within the control of the Corporation as necessary and appropriate.

- 14 To assist the Corporation in ensuring that the requirements of the Financial Memorandum to maintain financial solvency are fulfilled.
- 15 To recommend 'risk-taking' ventures to the Corporation as appropriate.
- 16 To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency, effectiveness and ensure value for money is achieved.
- 17 To approve capital expenditure projects and proposals within the prescribed limits (\*) and to make recommendations to the Corporation regarding any projects and proposals which are outside of the prescribed limits.
- 18 To considering and, where appropriate, determine such matters as may arise from the general management of the College as directed by the Corporation.
- 19 To participate in the financial and estate planning of College activities.
- 20 To approving matters relating to borrowing and investment.
- 21 To overseeing cash management, banking and insurance arrangements.
- 23 To oversee the use of the Corporation seal.
- 24 Approval of significant Continuous Professional Development applications for Members of Senior Leadership Team and the Clerk to the Corporation.

**B Delegated Powers**

- 1 Delegated authority to deal with all matters outlined above.

The Committee meets on a monthly basis.

The Committee reports to the Corporation through the Chair of the Resources Committee, who presents the Minutes of each meeting to the Corporation.

The Deputy Principals, the Assistant Principal, CIS and Resources and the Director of Human Resources attends all meetings of the Resources Committee

Number of Members:	6
(Membership is determined by the Corporation with current Committee Member details available separately)	
Quorum Requirement:	3 (All of whom should be External Members of the Corporation)

(\*) Prescribed Limits for the authorisation of capital expenditure are *(revised and approved by the Corporation 29 September 2014)*:

Up to £50,000	Deputy Principal
Up to £100,000	Principal
Over £100,000	Resources Committee
Over £150,000	Corporation