

**TERMS OF REFERENCE
FINANCE & GENERAL PURPOSES COMMITTEE**



Membership

The Finance & General Purposes Committee shall comprise at least five members of the Corporation. The quorum for the Committee shall be three.

The Committee shall have the power to invite such other members to attend meetings as may be necessary. This will normally include relevant senior managers. They will not be Committee members, will not be counted against the quorum or have voting rights.

Members of the Finance & General Purposes Committee will not be eligible to serve on the Audit & Risk Committee.

Meetings and Quorum

The Finance & General Purposes Committee shall meet at least once a term. Additional special meetings may be called as necessary, in agreement with the Chair. The quorum will be three members of the Committee.

The Clerk to the Corporation will act as Clerk to the Committee, assisted by the Governance Manager.

The Committee annual schedule of business is attached at Appendix 1. The schedule is intended to be flexible to meet the needs of the business.

Committee Chair

The Chair of the Committee will be appointed by the Corporation and will be an independent member of the Corporation. The Chair of the Corporation will not be eligible to be the Chair of the Committee.

In the absence of the Chair, the Committee will appoint one of their own to Chair the meeting.

The Chair of the Committee will have the requisite skills and expertise to understand the reports presented and hold the Leadership Team to account.

Terms of Reference

The prior Financial Year

- a) To review the statutory accounts of the Corporation and its subsidiary companies together with the related Members' Reports and to make recommendations as it considers appropriate to the Corporation, taking into account of any comments from the Audit & Risk Committee.

The current Financial Year

- b) To monitor progress against the budget through review of the management accounts and to comment and make recommendations to the Corporation Body as necessary.

The Annual Budget and Three Year Financial Plan

- c) To consider the draft estimates of income and expenditure for the Governing Body and its subsidiary companies and the associated annual budgets for recommendation to the Governing Body.
- d) To consider any variations in the annual estimates of the Governing Body and its subsidiary companies and make recommendations as appropriate to the Governing Body.
- e) To consider proposals for the annual review of staff salaries for recommendation to the Governing Body.
- f) To provide guidance to the Corporation on the financial implications of significant capital projects, developments or changes.
- g) To consider the level of borrowing required to underpin capital developments and to keep the position under review.

General

- h) To receive a termly update on the performance and activities of the Corporation's subsidiary companies.
- i) To consider and advise the Corporation on the solvency of the College Group and the safeguarding of its assets.
- j) To consider and advise the Corporation on the financial implications of any new business activities of the College Group or its subsidiary companies.
- k) To review and make recommendations to the Corporation on the Group's Financial Procedures.
- l) To advise the Corporation generally on investments and borrowings and to seek advice from external sources where necessary.
- m) To review financial benchmarking data where available for the FE sector.
- n) To receive reports on financial issues and to review overall performance in respect of financial and other matters not subject to the responsibilities of any other committee.
- o) To consider any financial or general items which do not fall within the remit of other committees of the Governing Body and to make such recommendations as necessary to the Governing Body.

- p) To review the Committee operations and effectiveness biennially, together with the Committee's Terms of Reference and Business Plan and make recommendations for changes to the Governing Body