

**THE BOARD OF THE CORPORATION
COLLEGE OF HARINGEY, ENFIELD AND NORTH EAST LONDON**

**TERMS OF REFERENCE – FINANCE, POLICY AND RESOURCES
COMMITTEE**

Terms of Reference

Human Resource Issues

1. To **RECOMMEND:**
 - Strategy for human resource development, and performance management, and monitor its implementation
 - Policy and determine the procedures relating to the selection, appointment, retention, pay and conditions of service, suspension and dismissal of all College staff other than Senior Post holders (as defined in the Articles of Government).
 - Pay awards for staff other than Senior Postholders

2. To **RECEIVE:**
 - Reports on the outcomes of consultation with staff and collective agreements
 - Monitoring reports on related performance indicators
 - Reports and recommendations from the Human Resources Sub-Committee

Financial Resources Issues

3. To **DETERMINE:**
 - Systems of financial analysis and control, and to consider regular monitoring reports of revenue expenditure and income.
 - in conjunction where appropriate with the Audit Committee, all banking and accounting procedures

4. To **RECOMMEND:**
 - annual estimates of income and expenditure sufficient to resource the agreed programme of College courses and services.
 - fees and charges for college provision and services
 - approval and signing off of the annual financial accounts, and student data returns (in conjunction with the Audit Committee).
 - strategy for financial and resource management

5. To **RECEIVE:**
 - Financial monitoring reports
 - Reports on related performance indicators

Other Resource Issues

6. To **DETERMINE:**
 - service contracts to the College
 - priorities for minor works projects
7. To **RECOMMEND:**
 - a programme of capital spending
 - the development of College facilities, premises, and services
8. To **RECEIVE:**
 - monitoring reports on general resource issues
 - Reports on related performance indicators

Health and Safety, and Risk Issues

9. To **DETERMINE:**
 - All insurance cover and risk management arrangements in place in the College
 - Action in relation to health and safety, and risk issues
10. To **RECOMMEND:**
 - Policy and on health and safety matters in the college
11. To **RECEIVE:**
 - Monitoring reports on health and safety, and risk management
 - Reports on related performance indicators

Other Issues

12. To **DETERMINE:**
 - Urgent action that may be required in an emergency situation
13. To **RECOMMEND:**
 - New corporate policies, and amendments to existing policies
14. To **RECEIVE:**
 - Monitoring reports on the exercise of powers delegated to the Principal
 - Monitoring reports on agreed performance indicators related to the Committee

Membership

7 members of the Board of the Corporation.

Quorum

3 Members

In attendance

The Secretary to the Corporation who shall act as Clerk to the Committee.

Vice- Principal Finance and Resources

Vice- Principal Curriculum and Learner Support

Vice- Principal People and Development

Director of Human Resources

Other members of management/staff as required for specific agenda items.