

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

**FINANCE, POLICY AND
RESOURCES COMMITTEE
COMMITTEE**

**Approved and Adopted:
13 December 2010
Review Date : Autumn 2011**

Effective Date: 13 December 2010

Secretary: Naomi Shoffman

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 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

annual review of the College Financial Regulations

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 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.