

MORLEY COLLEGE LONDON



FINANCE, RESOURCES AND FUNDRAISING COMMITTEE

TERMS OF REFERENCE – APPROVED 19 JULY 2021

1. PURPOSE

The Finance, Resources and Fundraising Committee has been established to advise the Governing Body and to provide it with assurance on matters relating to its responsibilities for oversight of financial health, financial management, estates, human resources, fundraising, health and safety and good practice in matters affecting environmental sustainability by:

- (a) monitoring the College's solvency and the use and safeguarding of all its resources and assets;
- (b) advising on financial risks and monitoring the implementation of financial strategy and financial policies, including the College's reserves policy;
- (c) considering and recommending to the Governing Body key performance indicators against which the College's resource management performance may be judged;
- (d) ensuring that the College operates within the law and with due regard to regularity and propriety in financial management, treasury management and the investment of funds;
- (e) ensuring that the College, as an employer, promotes equality and diversity and complies with all statutory provisions;
- (f) ensuring that the College takes action to minimise any harmful effect that its activities may have on the environment and to promote the understanding of environmental sustainability amongst students and staff;
- (g) monitoring the implementation of human resources policies, procedures, guidance and support within the College;
- (h) monitoring the financial health of the College (including liquidity and sustainability) and its financial performance against budget; and
- (i) overseeing the accountability of management for the application of health and safety legislation within the College.

2. RESPONSIBILITIES

- (a) Finance and Investment
 - Review, consider and recommend for Governing Body approval, the forthcoming year's budget.

- Review, consider and recommend to the Governing Body longer-term financial plans.
- Periodically review the policy by which fees are determined and monitor the implementation of that policy, making recommendations to the Governing Body as appropriate
- Keep the staffing numbers and costs of the College under general review and guide the Governing Body on financial limits for salaries and wages and associated costs in keeping within the overall budget.
- Receive and scrutinise monthly reports of income and expenditure.
- Advise on the provision of resources and services for the College.
- Receive and consider an annual report on the College's investment position, to include investment activities during the previous twelve months and the status of long and short-term reserves as against budget.
- Periodically review and recommend for approval the College's Treasury Management Policy, including the financial institutions approved for investment purposes.

(b) Estates

- Receive, consider and make recommendations to the Governing Body in relation to proposals for property acquisition, disposal or development, including development of the sites from which the College operates

(c) Human Resources

- Establish a policy framework for the pay and conditions of all staff, including relevant remuneration, disciplinary, capability and grievance policies and procedures
- Review, at least annually, the framework for staff pay and conditions and make recommendations to the Governing Body.
- Keep under review the arrangements for the performance management of staff.
- Receive and consider annually a report on the management of human resources, to include: recruitment, training and development, employee relations, establishment data, organisational development and organisational change.
- Monitor staff disciplinary and grievance matters across the College.
- Monitor any industrial relations disputes.
- Review key HR policy documents and, in those cases where approval is not delegated to the Principal, make recommendations to the Governing Body.
- Consider any other HR policy matters that may be referred to the Committee from time to time by the Governing Body.

(d) Marketing and communications

- Keep under review the College's arrangements to market the services that it provides and provide assurance to the Governing Body that effective systems and processes are in place to raise awareness of the College's activities in the communities that it aspires to serve.

(e) Fundraising

- Consider proposals relating to the College's fundraising activities and make recommendations to the Governing Body.
- Monitor the implementation of any fundraising initiatives

(f) Health & Safety

- Receive and consider an annual report on health and safety matters within the College, including the implementation of the College's Health and Safety Policy.
- Consider any proposed revisions or additions to the policy and make recommendations to the Governing Body.

(g) Environmental sustainability

- Monitor the implementation of the College's Environmental Sustainability Policy and its impact
- Receive and consider an annual report on environmental matters within the College
- Periodically review the policy, consider any proposed revisions or additions and make recommendations to the Governing Body.

3. Digital transformation

- Receive and consider an annual report on the use of digital systems and services to increase the efficiency and effectiveness of college operations and to enhance the quality of service delivery
- Monitor the implementation of the College's digital strategy
- Make recommendations to the Governing Body as appropriate

3. MEMBERSHIP

- (a) The Committee will comprise at least six and not more than eight members of the Governing Body including the Principal, one Staff Governor and one Student Governor
- (b) The Governing Body may appoint additional members with specific experience as it thinks appropriate.

4. OFFICERS OF THE COMMITTEE

- (a) The Committee shall elect as its Chair an external governor who is a member of the Committee.
- (b) The Clerk to the Governing Body shall be the Clerk to the Committee.

5. ATTENDANCE AT MEETINGS

The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary. This will normally include the relevant senior managers.

6. FREQUENCY AND CONDUCT OF MEETINGS

The Committee will normally meet at least three times a year.