

Committee	UHI North, West and Hebrides Transition Board Finance and General Purposes Committee
Subject	Draft Terms of Reference for this Committee
Action requested	<input type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For endorsement <input checked="" type="checkbox"/> For approval
Summary of the paper	This report invites the Committee to agree draft Terms of Reference paying particular attention to the procedure for approval of projects
Resource implications	No
Risk implications	The Board requires to provide committees to honour its responsibilities for good governance
Date paper prepared	19 th June 2024
Date of committee meeting	Original draft presented 23 rd August 2023 Revised draft presented 19 th June 2024
Author	Original draft - Fiona Sinclair, Board Governance Professional Amendments – Derek Bond, Director of Finance & Ellen Maclean, Secretary to the Board of Management.
Link with strategy Please highlight how the paper links to the Strategic Plan	This policy document is part of the new governance structure of the merged college.
Island communities	The rural and islands college merger may have an impact on the Western Isles and islands covered by West Highland College that is different to other communities. As part of the merger process, the University will undertake an Island Communities Impact Assessment.
Status (e.g., confidential, non-confidential)	Non confidential
Freedom of information	Yes
Consultation How has consultation with partners been conducted?	The preferences of Board members were taken into account in the recommendation

Recommendation: The Committee is invited to agree draft terms of reference for the Finance and General Purposes Committee

Purpose of report

This report is provided by the Secretary to the Board to invite the Committee to agree Terms of Reference for the Finance and General Purposes Committee.

Committee members are encouraged to review the work of the Committee against the Terms of Reference document to ensure the Terms of Reference include all aspects of the Committee's role. Committee members are invited to bring forward any proposals or recommendations for amending the Terms of Reference that they consider to be appropriate. Any proposed changes introduced by the Committee to the Terms of Reference would require to be reported to the Board for approval.

Appendix

Terms of Reference of Finance and General Purposes Committee

1. General

The Finance and General Purposes Committee shall exercise an appropriate degree of independence and have sufficient authority and resources to form an opinion and to report on the arrangements of the College with regard to the matters defined in its list of duties in Section 5 below.

2. Constitution and Membership

The Committee and its Chair will be appointed by the Board of Management (the Board). There shall be not less than three members. A quorum shall be no less than half the voting members. It would be advantageous for one member at least to have an appropriate background within the context of the Committee's duties but membership shall not be drawn exclusively from people with such a background. The Committee may, if it considers it necessary or desirable, co-opt members with particular expertise.

3. Authority

The Committee is authorised by the Board to undertake any activity within its list of duties as outlined in Section 5 below, taking account of the Financial Memorandum between the SFC and the College and the College's own Financial Regulations. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee in pursuit of its duties.

The Committee is authorised by the Board to obtain independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary.

4. Proceedings

The Committee shall normally meet four times per year. The Vice Principal Operations, and the Director of Finance and Audit shall normally attend Committee meetings, together with other staff invited to attend.

5. Accountability

The Committee is accountable to the Board of Management. Members are required to consider the physical estate strategy requirements and annual maintenance programmes for the College, with joint responsibility for current and future teaching space with the Learning, Teaching and Research Committee. Members are also required to ensure that income and expenditure represent the effective and efficient use of college resources.

The Finance and General Purposes Committee has overall responsibility (within the Financial Memorandum between the College and the University of the Highlands and Islands for the direction and oversight of the College's financial affairs. The Committee also has responsibility for the College's existing buildings, facilities and Estate, including, but not limited to, adopting all reasonably practicable measures to ensure compliance with statutory and regulatory requirements.

On behalf of the Board of Management, the duties of the Committee shall be to:

1. Make recommendations to the Board on key decisions taken in relation to the College Estate, Facilities and Financial matters;
2. Make recommendations to the Board about capital projects and co-ordinate the Estates Strategy.
3. Approve any revenue expenditure of a value over £50,000;
4. Make recommendations for approval to the Board on capital expenditure and funding agreements/contracts of a value over £50,000, and co-ordinate the Estates Strategy;
5. Consider the Health and Safety Policy and Fire Safety Policy annual review prior to recommendation to the Board of Management;
6. Monitor and review all College Health and Safety and Fire Safety statistics on an annual basis, and review the Health and Safety and Fire Safety policies and make recommendations on the policy to the Board;
7. Monitor progress against Equalities schemes and Action Plans ensuring these are integrated into College policy, processes and procedures.
8. Make recommendation on the annual budget to the Board of Management and monitor actual performance against budget and KPIs;
9. Consider the annual accounts and make recommendation of these for approval;
10. Advise the Board of Management with regard to College compliance with all statutory requirements relating to the college accounts and application of appropriate best practice in accounting procedures;

11. Oversee systems of financial control and delegated authority and review the Financial Regulations on a regular basis;
12. Liaise with the external auditor to ensure the college accounts show a true and fair view and exhibit regularity of spend;
13. Advise the Board of Management that the allocation of resources is in accordance with college priorities as defined in the strategic plan;
14. Make recommendations to the Board on investments and borrowing;
15. Set the levels of course fees, as appropriate;
16. Approve amendments to the Fee Waiver Policy;
17. Consider/approve any College developments and initiatives not covered by the above and, in addition, not covered by the remit of the Human Resources or Learning, Teaching and Research Committees;
18. Review the status of the risk cluster assigned to the Finance and General Purposes Committee from the college risk register and make recommendations for associated amendments to the Audit and Risk Management Committee.
19. Under the H&S remit within these T of R - that an annual analysis will be done and reported to Audit & Risk Management, supported by a joint meeting of F&GP and A&RM.

6. Reporting Procedures

The Finance and General Purposes Committee reserves the right to refer any item within its scheme of delegation to the Board of Management, if considered necessary.

The Committee shall circulate a report of its meetings to the Board of Management.