

PLANNING & RESOURCES COMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1 To provide strategic oversight of the College's financial, estates, IT infrastructure and staffing matters and to advise the Board of Management on any other business of particular importance or complexity.

2. AUTHORITY

- 2.1 The Committee operates under the authority of, and reports to, the Board.

3. ROLE & REMIT

- 3.1 To review and advise the Board on the following matters:
 - 3.1.1 Strategic planning issues and operational priorities.
 - 3.1.2 Financial management, planning and performance.
 - 3.1.3 Human resources, organisational development and staff wellbeing management, planning and performance.
 - 3.1.4 Estates and IT infrastructure management, planning and performance.
 - 3.1.5 Progress towards implementation of the Edinburgh College Strategic Plan.
 - 3.1.6 Progress across key initiatives and potential future developments.
- 3.2 To consider and approve, where appropriate, the development and review of strategies relevant to the Committee's purpose.
- 3.3 To recommend the annual budget to the Board for approval, and to keep under review the Management Accounts.
- 3.4 To authorise, within the terms set out in the Financial Memorandum, the writing off of individual student debt.
- 3.5 To make recommendations to the Board on the College's annual revenue and capital budgets, within the strategies and plans approved by the Board and monitor

performance in relation to approved budgets to ensure the long-term financial sustainability of the College.

- 3.6 To consider proposals to amend the Estate and/or IT infrastructure within a framework seeking to improve academic delivery, environmental sustainability, outreach provision and financial efficiency.
- 3.7 To consider links that may be made with other organisations which could benefit the management of the Estate and/or IT infrastructure.
- 3.8 To undertake strategic deep dives into a single pillar of a strategy within the remit of the Committee, or a selected strategic KPI.
- 3.9 To establish expert working groups as necessary to consider proposals in detail and receive their reports.
- 3.10 To review its operation annually and report any proposed changes to the Nominations Committee or the Board as appropriate.
- 3.11 To undertake other relevant duties as determined by the Board of Management.

4. MEMBERSHIP

- 4.1 Membership of the Committee shall represent the range of committee business and will include:
 - (i) the Chair of the Board
 - (ii) the Vice Chair of the Board
 - (iii) five Non-Executive Members who are representative of each committee of the Board
 - (iv) a Student Board Member.
- 4.2 The Vice Chair of the Board shall act as Chair of the Committee.
- 4.3 Additional Members may be co-opted but they shall not have voting rights.
- 4.4 The Principal & Chief Executive shall attend meetings of the Committee.
- 4.5 The Chief Operating Officer and Vice Principals shall attend meetings as required.
- 4.6 The Board Secretary shall act as Clerk to the Committee.

5. QUORUM

- 5.1 A quorum shall be not fewer than four members.

6. FREQUENCY OF MEETINGS

- 6.1 Meetings of the Committee shall be held on a quarterly basis.