



## **POLICY & 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 Policy generally and within its specific remit;
  - 3.1.2 Financial policy, management and planning;
  - 3.1.3 Human resources and organisational development policy, management and planning;
  - 3.1.4 Estates and IT infrastructure policy, management and planning;
  - 3.1.5 Progress towards implementation of the Edinburgh College Strategic Plan 2017-22 through its 'A Future Proofed College' programme;
  - 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 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.
- 3.6 To consider links that may be made with other organisations which could benefit the management of the Estate and/or IT infrastructure.
- 3.7 To undertake strategic deep dives into a single pillar of a strategy within the remit of the Committee, or a selected strategic KPI.
- 3.8 To review its operation annually and report any proposed changes to the Nominations Committee or the Board as appropriate.
- 3.9 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 and the Director of Communications, Policy & Research shall attend meetings of the Committee.
- 4.5 The Chief Operating Officer and Vice Principals shall attend meetings as required.
- 4.6 The Clerk to the Board of Management 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.