

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 21 September 2016
Paper No.	FPRC1-C
Agenda Item	5
Subject of Paper	Committee Programme of Work
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	September 2016
Action	For Approval

1. Recommendations

1. That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

2. Purpose of report

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2016-17, for discussion and further development.

3. Context

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The Internal Audit Report of Risk Management and Governance of March 2014, while noting evidence of good practice, identified a “small number of improvement opportunities” for governance arrangements. The report included a recommendation that the Board of Management Committees develop programmes of work for each academic year.

3.3 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

4. Impact and implications

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

Appendices:

Appendix 1: Finance & Physical Resources Committee Programme of Work 2016-17

BOARD OF MANAGEMENT – FINANCE & PHYSICAL RESOURCES COMMITTEE

CONVENER:

VICE CONVENER:

MEMBERS: Joseph Hughes, Karen Kelly, Paul Little, Robert Morrison,
Lesley Woolfries

TERMS OF REFERENCE

1. To carry out the Board of Management's constitutional delegation in financial matters, and in all matters relating to the College's estate, property and facilities, including ensuring the discharge of the Board's responsibilities for land and assets transferred to and vested in it.
2. To carry out the oversight duties assigned to the Committee in the Financial Regulations ensuring, on an annual basis, that these are fully compliant with the Financial Memorandum.
3. To provide advice to the Board of Management on all significant matters related to the College's finances, estate, property and facilities.
4. To review, approve and monitor the implementation of the College's financial and estates strategies and associated plans, and to submit appropriate reports and recommendations to the Board on these strategies and plans.
5. To receive and approve the annual budget and final accounts for recommendation to the Board.
6. To receive and approve applications to the College and Sector Foundations.
7. To receive and consider advice from advisory committees on major items of capital expenditure.
8. To consider health and safety aspects of the College's operation where these relate to the estate and facilities, and to report on these to the Board of Management.
9. To consider as necessary any relevant matters requiring attention which are not included in the terms of reference of other Committees of the Board.

PROGRAMME OF WORK			
Task	Presented for Consideration	Task Completed	Commentary
STANDING ITEMS			
NPD Delivery Report			
ICT Progress Report			
Budgetary Control Report (excluding first meeting each year)			
Departmental Expenditure Limit Update (twice per year)			
Cash Flow Report			
Treasury Management Report (twice per year)			
Credits Update			
Health and Safety Update Report			
Strategic Risk Review every 2 nd meeting			
Committee Self Evaluation Report (once per year)			
SCHEDULED ITEMS			
21 September 2016			
Committee Annual Report			
Programme of Work			
Health and Safety Annual Report			
Property Disposals Update			
Financial Budget 2016-17			
2014-15 Financial Projection			
Departmental Expenditure Limit Update			
SFC Financial Forecast Return			

23 November 2016			
Property Disposals Update			
2015-16 Annual Report & Accounts			
Financial Plan Update			
Annual Report on SFC FM Delegated Limits & Expenditure			
Strategic Risk Review			
1 February 2017			
Course Fees 17-18			
Student Accommodation Charges 17-18			
Financial Plan Update			
SFC Grant Announcements			
22 March 2017			
Committee Terms of Reference			
Draft Financial Budget			
Financial Plan Update			
Departmental Expenditure Limit Update			
Strategic Risk Review			
31 May 2017			
Financial Plan Update			
Draft Financial Plan 2017-18			