

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 27 September 2017
Paper No.	FPRC1-C
Agenda Item	5
Subject of Paper	Committee Programme of Work 2017-18
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	September 2017
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 2017-18, 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 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 2017-18

BOARD OF MANAGEMENT – FINANCE & PHYSICAL RESOURCES COMMITTEE

CONVENER: Karen Kelly

VICE CONVENER: Stuart Patrick

MEMBERS: Tracey Howe, 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 receive and discuss health and safety reports 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 receive and discuss College procurement reports.
10. 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			
Strategic Risk Review (every 2 nd Mtg)			
Property Disposals Update			
NPD Delivery Report			
Facilities Management Report			
ICT Progress Report			
Health and Safety Quarterly Report			
Financial Plan 2017-18 Update			
SFC Resource Returns 17-18			
Credits Update			
Treasury Management Report (Once per year – 2 nd Mtg)			
Committee Self Evaluation Report (once per year)			
SCHEDULED ITEMS			
27 September 2017			
Committee Annual Report			
Programme of Work			
SFC Resource Return 17-18			
Financial Forecast Return (FFR) 2016			
Health and Safety Annual Report			
22 November 2017			
2016-17 Annual Report & Accounts			
Annual Report on SFC FM Delegated Limits & Expenditure			
Treasury Management Report			
Strategic Risk Review			

28 February 2018			
Course Fees 18-19			
Student Accommodation Charges 18-19			
SFC Grant Announcements			
Committee Terms of Reference			
23 May 2018			
Draft Financial Plan 2018-19			
Strategic Risk Review			