

## Board of Management

### Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 23 May 2018</b>
<b>Paper No.</b>	<b>AC4-D</b>
<b>Agenda Item</b>	<b>6</b>
<b>Subject of Paper</b>	<b>Committee Terms of Reference Review</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark, College Secretary/Planning</b>
<b>Date of production</b>	<b>21 February 2018</b>
<b>Action</b>	<b>For Discussion and Decision</b>

#### 1. Recommendations

1. To consider the amended Committee Terms of Reference (submitted at the previous meeting of FPRC) and recommend for approval subject to any agreed changes.

## Board of Management

### Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 28 February 2018</b>
<b>Paper No.</b>	<b>AC3-E</b>
<b>Agenda Item</b>	<b>7</b>
<b>Subject of Paper</b>	<b>Committee Terms of Reference Review</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark, College Secretary/Planning</b>
<b>Date of production</b>	<b>21 February 2018</b>
<b>Action</b>	<b>For Discussion and Decision</b>

#### 1. Recommendations

1. To consider the amended Committee Terms of Reference, and recommend for approval subject to any agreed changes.

## **2. Purpose of report**

2.1 It is good practice for Board Committees to review their Terms of Reference on a regular basis. The Committee is invited to consider the Terms of Reference, and recommend to the Board of Management for approval subject to any agreed changes.

## **3. Context**

3.1 The committee Terms of Reference were reviewed and agreed in session 2016-17, and approved by the Board of Management in August 2017.

3.2 The Committee Terms of Reference constitute the Committee's remit, and are included in the College's Articles of Governance, specifically referred to in the Scheme of delegation thus:

“ 2.3 Each Committee and Sub Committee shall have a clearly defined remit which shall clearly set out the duties and responsibilities delegated. The remit must be approved by the Board. The Committee may suggest amendments to the remit, but any amendments must be approved by the Board before they are implemented.” (CoGC Scheme of Delegation, 2016).

3.3 All Committee Terms of Reference are published on the College website.

## **4. Impact and implications**

4.1 Regular review of Committee Terms of Reference will ensure that this important aspect of governance is appropriate to the delegated responsibilities of Committees, and reflects Board and Board Committee practice.

4.2 All Board Committees will be reviewing their Terms of Reference during the current cycle of Committee meetings, prior to final approval by the Board.

## **Appendices:**

### **Appendix 1: Committee Terms of Reference**

## **CITY OF GLASGOW COLLEGE**

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### **Finance & Physical Resources Committee of the Board of Management**

#### **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.