

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 26 September 2018
Paper No.	FPRC1-C
Agenda Item	5
Subject of Paper	Committee Programme of Work 2018-19
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	September 2018
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 2018-19, 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 2018-19

BOARD OF MANAGEMENT – FINANCE & PHYSICAL RESOURCES COMMITTEE

CONVENER: Karen Kelly

VICE CONVENER: Stuart Patrick

MEMBERS: Rachael Gilchrist, Tracey Howe, Milea Leone, Paul Little,
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/Development Update			
Facilities Management Report			
ICT Progress Report			
Health and Safety Quarterly Report			
SFC Resource Return			
Credits Update			
Non-Compliant Spend Report (every 2 nd Mtg)			
Treasury Management Report (Once per year – 2 nd Mtg)			
Committee Self Evaluation Report (once per year)			
SCHEDULED ITEMS			
26 September 2018			
Committee Annual Report			
Programme of Work			
Financial Plan 2018-19			
Financial Plan 2017-18			
SFC Resource Return 17-18			
Financial Forecast Return (FFR)			
Health and Safety Annual Report			
Non-Compliant Spend Report			
Strategic Risk Review			

21 November 2018			
2017-18 Annual Report & Accounts			
Long Term Financial Planning			
Course Fees 19-20			
Treasury Management Report			
Annual Report on SFC FM Delegated Limits & Expenditure			
27 February 2019			
Student Accommodation Charges 19-20			
Committee Terms of Reference			
Strategic Risk Review			
Committee Terms of Reference			
Financial Plan 2018-19			
Non-Compliant Spend Report			
SFC Grant Announcements			
22 May 2019			
Long Term Financial Planning			
Financial Plan 2018-19			
Draft Financial Plan 2019-20			