

Board of Management

Finance and Physical Resources Committee

Date of Meeting	2 October 2019
Paper No.	FPRC1-D
Agenda Item	3.4
Subject of Paper	Committee Schedule of Work 2019-20
FOISA Status	Disclosable
Primary Contact	P Clark, College Secretary.
Date of production	25 September 2019
Action	To Approve

1. Recommendations

That the Committee reviews and approves the Schedule of Approvals and other work for Committee for the current session, subject to any agreed changes.

2. Purpose of Report

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2019-20, for discussion and approval.

3. Context and Content

3.1 The Board of Management and its Committees produce a schedule of approvals and other essential work to ensure that these responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The schedules of work for each Committee includes 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 Board Schedule and Committee Work Schedules/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:
FPRC Programme of Work 2019-20 (Draft)

BOARD OF MANAGEMENT – FINANCE & PHYSICAL RESOURCES COMMITTEE

CONVENER: Karen Kelly

VICE CONVENER: Stuart Patrick

MEMBERS: Lesley Woolfries, Ronnie Quinn, Dylan Duff, Robyn Lambert, Paul Little,

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.

Approved: June 2019

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			
2 October 2019			
Committee Annual Report			
Programme of Work			
Business Continuity Policy			
Financial Plan 2019-20			
Financial Plan 2018-19			
SFC Resource Return 18-19			
Financial Forecast Return (FFR)			
Health and Safety Annual Report			
Non-Compliant Spend Report			
Strategic Risk Review			

20 November 2019			
2018-19 Annual Report & Accounts			
Long Term Financial Planning			
Course Fees 20-21			
Treasury Management Report			
Annual Report on SFC FM Delegated Limits & Expenditure			
26 February 2020			
Student Accommodation Charges 20-21			
Committee Terms of Reference			
Strategic Risk Review			
Financial Plan 2019-20			
Impact of BREXIT			
Non-Compliant Spend Report			
SFC Grant Announcements			
20 May 2019			
Long Term Financial Planning			
Financial Plan 2019-20			
Draft Financial Plan 2021-22			