

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 30 September 2020
Paper No.	FPRC1-C
Agenda Item	3.3
Subject of Paper	Committee Programme of Work 2020-21
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary
Date of production	September 2020
Action	Approve

1. Recommendations

The Committee is asked to review and approve the schedule of work for 2020-21.

Appendices:

Finance and Physical Resources Committee Programme of Work

BOARD OF MANAGEMENT – FINANCE & PHYSICAL RESOURCES COMMITTEE

CONVENER: Karen Kelly

VICE CONVENER: Stuart Patrick

MEMBERS: Nicolas Garcia, Paul Little, Sandra Szymanska, 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 funding 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 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 (minimum 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			
30 September 2020			
Committee Annual Report			
Programme of Work			
Financial Plan 2019-20			
Financial Plan 2020-21			
Financial Forecast Return (FFR)			
Health and Safety Annual Report			
Non-Compliant Spend Report			
Strategic Risk Review			

2 December 2020			
Review of Systems Integration Strategy – Outturn Report			
Review of Sustainability Strategy – Outturn Report			
2019-20 Annual Report & Accounts			
Long Term Financial Planning			
Course Fees 21-22			
Treasury Management Report			
Annual Report on SFC FM Delegated Limits & Expenditure			
External Audit Annual Report (from Audit Committee)			
Annual Climate Change Report Return			
3 March 2021			
Student Accommodation Charges 21-22			
Committee Terms of Reference			
Strategic Risk Review			
Financial Plan 2020-21			
Impact of BREXIT			
Non-Compliant Spend Report			
SFC Grant Announcements			
2 May 2021			
Long Term Financial Planning			
Financial Plan 2020-21			
Draft Financial Plan 2021-22			