

## Board of Management

### Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 29 September 2021</b>
<b>Paper No.</b>	<b>FPRC1-C</b>
<b>Agenda Item</b>	<b>3.3</b>
<b>Subject of Paper</b>	<b>Committee Programme of Work 2021-22</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>September 2021</b>
<b>Action</b>	<b>For Approval</b>

#### 1. Recommendations

That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

## **2. Purpose**

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2021-22, for discussion and further development.

## **3. Key Insights**

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 Programme of Work 2021-22**

**BOARD OF MANAGEMENT – FINANCE & PHYSICAL RESOURCES COMMITTEE**

**CONVENER:** Karen Kelly

**VICE CONVENER:** Stuart Patrick

**MEMBERS:** Paul Little, Ronnie Quinn, 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 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.

<b>PROGRAMME OF WORK</b>			
<b>Task</b>	<b>Presented for Consideration</b>	<b>Task Completed</b>	<b>Commentary</b>
<b>STANDING ITEMS</b>			
Strategic Risk Review (minimum every 2 <sup>nd</sup> Mtg)			
Facilities Management Report			
IT Progress Report			
Health and Safety Quarterly Report (including regular Covid-19 updates)			
Credits Update			
Non-Compliant Spend Report			
Treasury Management Report (Once per year – 2 <sup>nd</sup> Mtg)			
Committee Self Evaluation Report (once per year)			
<b>SCHEDULED ITEMS</b>			
<b>29 September 2021</b>			
Committee Annual Report			
Programme of Work			
Financial Plan 2020-21			
Financial Plan 2021-22			
Financial Forecast Return (FFR)			
Health and Safety Annual Report			
Strategic Risk Review			
<b>1 December 2021</b>			
Review of Systems Integration Strategy – Outturn Report			
Review of Sustainability Strategy – Outturn Report			
2020-21 Annual Report & Accounts			
Financial Scenario – 5 Year Plan			
Course Fees 22-23			
Treasury Management Report			

Annual Report on SFC FM Delegated Limits & Expenditure			
External Audit Annual Report (from Audit Committee)			
Annual Climate Change Report Return			
<b>9 March 2022</b>			
Student Accommodation Charges 22-23			
Committee Terms of Reference			
Strategic Risk Review			
Financial Plan 2021-22			
Impact of BREXIT			
SFC Grant Announcements			
Digital Strategy Update			
<b>1 June 2022</b>			
Financial Scenario – 5 Year Plan			
Financial Plan 2021-22			
Draft Financial Plan 2022-23			