



## **CORPORATION OF CITY COLLEGE**

### **Finance & General Purposes Committee** **Terms of Reference**

1. The Finance & General Purposes Committee is a committee of the Corporation established under the terms of clause 4 of the Articles of Government (2008).
2. The purpose of the Committee is to oversee the financial affairs of the Corporation, monitor staffing issues, consider and advise the Corporation on matters relating to Estates and Buildings, Health and Safety and to determine such matters that have been delegated to it and to advise the Corporation on appropriate financial policies and procedures subject at all times to the requirements of the Financial Memorandum between the Corporation and the Learning and Skills Council and the Articles of Government.

In discharging its role the Committee is also to be mindful of ensuring that the information received by it and all decisions taken are centred on improving the experience of students at the College and levels of achievement.

### **Membership and Operation**

3. The Committee shall consist of six members appointed by the Corporation (***five members of the Corporation and one co-opted committee member***). The Principal and Chief Executive will be one of the members.

Membership may include additional persons with relevant financial or building experience who are not governors who have been recommended by the Search & Governance Committee, and approved by the Corporation, to be co-opted committee members.

Members of the Corporation's Audit Committee are not eligible for membership of the Finance & General Purposes Committee.

4. The Committee shall be served by the Clerk to the Corporation or his/her deputy.
5. The Chair shall be elected by the members of the Committee.
6. The quorum shall be three members. In the event of the Chair being unable to attend, the remaining members shall elect a Chair from among those present.
7. The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy at paragraph 6 above) to exclude any, or all, participants and observers, except the Clerk to the Corporation.

8. The Committee shall undertake an annual review of these terms of reference and recommend any changes needed to the Corporation for approval.

### **Functions of the Committee**

9. The Committee will meet as and when necessary and will be empowered to act on behalf of the Corporation in financial matters requiring urgent consideration, except that the Corporation shall not delegate those items specified in s.9 of the Articles of Government (as appended). The Committee may also consider any other matter referred to it by the Corporation .
10. Subject to the detailed requirements of the College's Financial Regulations, the Committee is responsible for the following matters:
  - 10.1 to consider and advise the Corporation on all aspects of its finances;
  - 10.2 to consider and make recommendations to the Corporation on the annual estimates of income and expenditure, other budgets and the financial forecasts for the College;
  - 10.3 to approve the framework for expenditure on capital items and to review the list of priorities within the framework;
  - 10.4 to consider, review and report on the periodic management accounts of the Corporation, and of any subsidiary trading companies or other joint ventures, and to also advise the Corporation on the year-end accounts.
  - 10.5 to consider and recommend to the Corporation for approval the annual pay award for staff;
  - 10.6 to consider and make representations to the Corporation on the solvency of Corporation and the safeguarding of its assets;
  - 10.7 to consider and advise the Corporation on the financial elements of the risk management policies in the College, including insurances;
  - 10.8 to consider and advise the Corporation on any relevant taxation issues;
  - 10.9 to advise the Corporation generally on investments and borrowings and to seek appropriate advice from external sources as appropriate;
  - 10.10 to approve any virement between budget heads of £30,000 or more or virement that would involve additional financial commitment in respect of subsequent years. Virement shall not be permitted by the Committee if it affects the estimated surplus or deficit approved by the Corporation.
  - 10.11 to approve the providers with which the College proposes to enter into for franchise and partnership contracts.

- 10.12 to advise the Corporation on the policy by which the tuition and other fees payable to the College are determined, and on the policy (subject to any terms and conditions attached) related to grants, loans or other payments paid or made by the Learning and Skills Council or any successor body.
- 10.13 to advise the Corporation on the content of the Financial Regulations and to undertake an annual review of the same. To consider and approve financial procedures, capitalisation and depreciation and treasury management policies.
- 10.14 to consider advice from consultants, LSC, AoC, Health & Safety Committee and College Management and report to Corporation accordingly.
11. The Committee will consider and advise the Corporation on employment policy, approve personnel policies and procedures and monitor staffing issues.
12. The Committee will consider and monitor any proposed capital expenditure projects and advise the Corporation on their financial implications.
13. The Committee shall advise the Corporation on the college's property strategy.
14. The Committee shall monitor health and safety issues within the college.
15. The committee shall undertake a review of their performance and set targets for the following year.

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**Notes: -**

**Delegable and non-delegable functions: extract of the Articles of Government**

9. The Corporation shall not delegate the following functions: -
- (a) the determination of the educational character and mission of the institution;
  - (b) the approval of the annual estimates of income and expenditure;
  - (c) the responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets;
  - (d) the appointment or (subject to article 17) the dismissal of the Principal or holder of a senior post;
  - (e) the appointment or dismissal of the Clerk, (including, where the Clerk is, or is to be, appointed as a member of staff the Clerk's appointment or, subject to article 17, dismissal in the capacity of a member of staff); and
  - (f) the modification or revocation of these Articles.

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**Revision History:-**

Approved by the Corporation: 18<sup>th</sup> March 2008  
Revised by the Clerk: 28<sup>th</sup> April 2008  
Revised by the Clerk: 7<sup>th</sup> September 2009  
Revised by the Clerk: 24<sup>th</sup> November 2009  
**Approved by the Corporation: 15<sup>th</sup> December 2009**