

Terms of Reference - Business Services Committee

1 Composition

- 1.1 Up to seven members, of whom the majority must be Members of the Corporation. Non-members may be co-opted if considered desirable within the above constraints.
- 1.2 The Principal and Chief Executive (presently the Acting Chief Executive and Principal-) shall be a member.
- 1.3 Members of the Audit Committee are excluded from membership.
- 1.4 The Director of Funding and Finance, will normally be in attendance but may be required to withdraw at the request of the Committee.

2 Membership

- 2.1 Membership of the Committee must include persons (whether a member of the Corporation or not) with relevant financial and human resources experience. Accordingly, membership may include persons who are not governors who have been recommended by the Search & Governance Committee and approved by the Corporation (to be known as co-opted members).
- 2.2 The Chair of the Committee will be elected by the members of the Committee in the circumstance of the appointment of Chair not being made by the Corporation.
- 2.3 In the event of the Chair of the Committee being unable to attend, a Chair for the meeting will be appointed from amongst the members present.

3 Terms of Reference

- 3.1 The broad role of the Committee is to advise the Corporation on:
 - a. the financial health and solvency of the College;
 - b. matters affecting the pay and conditions of staff in the College (excluding those of designated senior post holders, which fall within the remit of the Corporation's Remuneration Committee);
 - c. premises and facilities developments – including any strategic issues arising from the College's Strategy
 - d. the College's health, safety and wellbeing policy, structure and management arrangements and the effectiveness of health and safety systems of control in the College
 - e. any other matters of strategic significance falling within the remit of the Principal and Chief Executive (presently the Acting Chief Executive and Principal) that are not considered elsewhere in the Corporation's committee structure (e.g. IT, tenders, etc.)
- 3.2 To advise the Corporation on financial, human resources and property policies.
- 3.3 To receive and consider the annual financial estimates and to report on these to the Board with recommendations.
- 3.4 To receive and consider regular financial reports from the Strategic Leadership Team and to advise the Board subsequently. This includes monitoring budget performance at Corporate and departmental level.
- 3.5 To receive and consider the draft Annual Report and Financial Statements and to present a report to the Board with recommendations. (The Audit Committee will also consider the Annual Report and Financial Statements from a control perspective).
- 3.6 To receive and consider periodic reports from the Strategic Leadership Team on the property situation of the College and to advise the Board accordingly.

- 3.7 To receive and consider periodic reports from the Strategic Leadership Team on health, safety and wellbeing and to advise the Board accordingly.
- 3.8 To receive and consider periodic reports from the Strategic Leadership Team on employment matters (except where they relate to the performance of staff) and to advise the Board accordingly.
- 3.9 To consider, advise and act on such other matters as the Corporation may remit to the Committee.
- 3.10 To establish working parties and panels for specific purposes. Non-Members of the Corporation may be co-opted on to such advisory groups as required.

4 Quorum

3 members

5 Meetings

- 5.1 The Committee shall meet at least once each term, or at the request of the Chair, and will be empowered to act on behalf of the Board of the Corporation in financial matters requiring urgent consideration, except that the Corporation shall not delegate those items specified in s.9 and s.10 of the Articles of Government.
- 5.2 Meetings are open to Members of the Corporation but public access is not normally permitted.

6 Publication of Minutes

Minutes and papers shall be uploaded to the governance portal and be made available to the public upon request.

Reviewed and approved at the first committee meeting of the 2021-22 academic year. -