FINANCE, INVESTMENT AND RESOURCES COMMITTEE
TERMS OF REFERENCE

	Duties and Purpose
1.1	The Finance, Resources and Investment Committee is a Committee of the Corporation (referred to as Board) established under the terms of clause 6 of the Articles of Government.
1.2	The Finance, Resources and Investment Committee has responsibility, on behalf of the Board, to consider and advise the Board on all aspects of the College's financial affairs and other matters delegated to it by the Board. All decisions approved by the Committee are subject to the revenue or capital impact not taking the College beyond the latest budget approved by the Board.
1.3	The Committee must review a financial strategy and funding plans, which are compatible with the duty to ensure the sustainability and solvency of the College. Ensure that effective control and due diligence takes place in relation to all matters including acquisitions, subcontracting and partnership activity.
1.4	The Committee also advises and supports the Governing Board in explaining, in its annual accounts, the measures taken to ensure it has fulfilled its statutory and regulatory responsibilities, including complying with the requirements of Managing Public Money and other obligations resulting in the reclassification of the College.
1.5	The Committee has the authority to investigate any activity within its terms of reference and the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit. It may seek independent advice when required.
1.6	Consider and review risks relating to the work of the Committee and monitoring any action plans.
1.7	To consider any other specific issues referred to the Committee by the Board.
1.8	The Board must not add to these terms of reference responsibilities that require the Finance, Resources and Investment Committee to adopt an executive role, or its members to offer professional advice to the Board
1.9	The Committee must not adopt an executive role.
2	**Membership and Meetings**
2.1	The Committee shall consist of at least **three** members, the majority of whom shall be Independent Governors.
2.2	Persons who are not members of the Board but are deemed to have the skills required to enhance the work of the Committee may be appointed as a co-opted member of the Committee.
2.3	Collectively the Committee should have recent, relevant experience in risk management, finance and assurance.

2.4	Terms of office of members of the Committee shall last until the expiry of their term of office as a Board member unless they have been appointed for a further term of office.
2.5	Co-opted members of the Committee will be appointed by the Board and will hold office for **2** years, after which they will be eligible for reappointment.
2.6	Non-members may be invited to attend meetings but will **not** have voting rights.
2.7	The Deputy Principal/ Chief Executive Officer shall normally attend meetings of the Committee but shall **not** have voting rights.
2.8	The Committee shall meet at least once a term virtually or in person.
2.9	Additional meetings may be called as necessary in agreement with the Chair. The Chair or any three members may call a meeting.
2.10	The Director of Governance shall act as Clerk to the Finance, Resources and Investment Committee.
2.11	Members may not vote by proxy.
2.12	Members of the FRI Committee may **not** be members of the Audit Committee.
3	**Appointment of Chair**
3.1	The Chair of the Committee will be selected by the Board, for a term not exceeding **2** years.
3.2	The retiring Committee Chair will be eligible for re-appointment (subject to their term of office).
3.3	In the absence of the Chair from a meeting, the Committee will appoint another member (other than the Principal/staff/co-opted) to act as Chair for that meeting.
4	**Responsibilities of the Committee** **Finance**
4.1	To consider, monitor and advise the Board on all aspects of the College's finances, financial policies and controls, ensuring the efficient use of resources, the sustainability and the solvency of the institution and the safeguarding of its assets.
4.2	Review and monitor the College's financial performance through the monthly management accounts, including cash flow and performance against the approved budget and agreed KPIs.

4.3	Advise the Board on proposals for investments and borrowings, where appropriate, and seeking advice on such issues from external sources and monitoring any covenants.
4.4	Receive and note capital expenditure over £100,000 to be entered into on behalf of the College, in accordance with the financial regulations.
4.5	Review and approve the policy by which the tuition and other fees payable to the Corporation are determined (subject to any terms and conditions attached to grants, loans or other payments paid or made by the Department for Education.
4.6	The Committee will review and monitor College's financial performance through regular reports on: • Cash flow forecasts and overall financial performance • Management accounts of the College • Capital expenditure requirements, including loans • Any proposed large capital projects and their financial implications • The financial performance of subcontracted provision • Review performance of employer engagement and growth • Review key balance sheet items • Determine the College's investment and borrowing policies • Compliance with the Managing Public Money principles
4.7	To receive assurance that the College maintains sufficient finance capacity, expertise and resources to support effective financial management and compliance with regulatory requirements.
4.8	Review and recommend to the Board: • The annual financial statements • The Annual pay review (Pay and Conditions) • The policy on sub-contractors' fees and the appointment of sub-contracting partners • The annual estimates of Income and Expenditure and the Financial Forecasts, and any subsequent Control Budget ensuring that there is an affordable financial strategy underpinning the strategy.
5	**Estates and Technology**
5.1	Consider and monitor all capital projects and advise the Board thereon.
5.2	Consider, and advise the Board on all specific accommodation and facilities proposals including funding of any project involving the construction or leasing of accommodation and disposals of sites or buildings.
5.3	Consider and recommend the College's Estates Strategy to the Board, ensuring efficient use of the capital estate and technology.
5.4	Consider, approve and monitor the College's technology strategy and implementation.

5.5	Review and approve the College's annual long-term maintenance programme.
5.6	Review all lease agreements entered into by the College with third parties, to ensure consistency with the Estates Strategy and Strategic Plan.
5.7	Review College policies on the environment, energy conservation and the supply of utilities.
5.8	Review the College's Sustainability Policy and Strategy. To monitor progress against sustainability targets carbon reduction commitments and associated reporting requirements.
5.9	Review the College's overall Estates Strategy, including the acquisition, disposal or development of land and buildings, including referring matters to the Department for Education where required.
5.10	Review regularly the Marketing Strategy (and to review progress at each meeting).
6	**Health and Safety**
6.1	Review the College's Health and Safety Policy for recommendation to the Board and consider, monitor and advise the Board on the effectiveness of the College's arrangements for health and safety, including receiving an annual report thereon.
6.2	Receive regular reports on health and safety.
7	**Authority**
7.1	The Committee reviews and approves: • The subcontracting policy and arrangements (including approval of subcontracting educational rationale for publication as per guidance requirements), value for money, risk management and compliance with DfE requirements. • Any reinvestment of disposal proceeds as required by the Department for Education • College's accommodation needs and subsequent estates strategy • The financial regulations and procedures ➢ the approval of the College's financial statements ➢ the annual estimates of income and expenditure ➢ the College Financial Forecast Return and other budgets • Tuition fees and other fees payable policy • HE Fees • College's insurances annually, ensuring that the college has sufficient insurance cover
7.2	The Board shall remain responsible for the approval of the annual estimates of income and expenditure, ensuring the solvency of the Corporation and the safeguarding of its assets.

8	**Reporting to the Board**
8.1	The minutes of each meeting of the Finance, Resources and Investment Committee shall be presented to the next ordinary meeting of the Board.
8.2	Any recommendations made by the Committee will appear as separate items on the agenda for the next ordinary meeting of the Board.
8.3	The Chair shall provide a summary report at the subsequent Board meeting. The Committee shall present an annual report on its work to the Board.
9	**Review and Approval**
9.1	The terms of reference of the Finance, Resources and Investment Committee will be reviewed on an annual basis and recommendations made to the Board as appropriate.
10	**Other Matters**
10.1	The Committee shall: • Ensure that new and existing members receive appropriate training in all aspects of the Committee's responsibilities. • Review annually its collective financial skills and knowledge and identify any training and development requirements. • Maintain and operate to an annual reporting cycle which covers all key matters as per the Committee's terms of reference. • Monitor and/or approve the policies and/or strategies as detailed in the Scheme of Delegation • Conduct an annual review of the committee's effectiveness against its Terms of Reference.