

## Board of Management

### Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 14 September 2022</b>
<b>Paper No.</b>	<b>FPRC1-B</b>
<b>Agenda Item</b>	<b>3.2</b>
<b>Subject of Paper</b>	<b>Committee Programme of Work 2022-23</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Michael Cross, Interim College Secretary/ Director – Corporate Support</b>
<b>Date of production</b>	<b>September 2022</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 2022-23, 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 Committee Programme of Work 2022-23**

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

**CONVENER:** TBC

**VICE CONVENER:** Stuart Patrick

**MEMBERS:** Paul Little, Megan McClellan, 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 Group'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 College Group's 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 Group'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>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>14 September 2022</b>	
Committee Annual Report	
Programme of Work	
Financial Plan 2021-22	
Financial Plan 2022-23	
Financial Forecast Return (FFR)	
Health and Safety Annual Report	
Health and Safety Policy	
Strategic Risk Review	
<b>7 December 2022</b>	
2021-22 Annual Report & Accounts	
Financial Projection – 5 Year View	
Course Fees 23-24	
Student Accommodation Charges 23-24	
Treasury Management Report	

Annual Report on SFC FM Delegated Limits & Expenditure	
External Audit Annual Report (from Audit Committee)	
Annual Climate Change Report Return	
<b>15 March 2023</b>	
Committee Terms of Reference	
Strategic Risk Review	
Financial Plan 2022-23	
Impact of BREXIT	
SFC Grant Announcements	
Digital Strategy Update	
<b>31 May 2023</b>	
Financial Projection – 5 Year View	
Financial Plan 2022-23	
Draft Financial Plan 2023-24	