



RESOURCES & GENERAL PURPOSES COMMITTEE

MEMBERSHIP*

M. Ifans (Co-Chair)
G. Cragg (Co-Chair)
C. Stephens
H. Morgan
J. Harding
L. Jenkins (Staff)
M. Dacey (C.E.O.)
S. Mohammed
S. Saunders (Staff)

* **Nota Bene:** Up to two members are allowed to substitute for committee members subject only to voting and conflict of interest restrictions outlined in the Instrument and Articles of Government and Standing Orders. All Corporation Board members are eligible to attend committee meetings if they so wish and participate in its deliberations subject only to voting and conflict of interest restrictions outlined in the Instrument and Articles of Government and Standing Orders.

QUORUM

1. The quorum shall be three members, excluding co-opted advisers.
2. Members attending by video conference are included in the quorate number.
3. Audio conference is not included in the quorate.

FREQUENCY OF MEETINGS

4. The Committee shall meet at least once per term, but more often if required.

VOTING

5. Only Corporation members shall be eligible to vote (i.e. co-opted advisers are excluded from voting).

TERMS OF REFERENCE

6. To receive timely financial accounts, cash flow projections and to undertake a detailed review of these at least termly.

7. To scrutinise the Group's Budget and make recommendations to the Corporation as to whether or not it should be approved.
8. To review the Group's Financial Regulations on a periodic basis and to determine policy in relation to the investment of funds.
9. To review and recommend for Approval to Corporation Board the Annual Group Accounts.
10. Subject to the Chair of the Corporation's discretion, between meetings of the Corporation, to consider urgent matters requiring a decision, with full delegated power (subject to subsequent reports to the Corporation Board.).
11. To be responsible for the strategic overview of the management, planning, development and upkeep of the Group's estate.
12. To approve the process for awarding tenders and approve the award of tenders, further to the requirement of the Group's financial regulations.
13. To approve the Group's Capital Building and Minor Works Maintenance Programmes annually.
14. To ensure the monitoring, control and proactive management of risks relating to Health and Safety issues on behalf of the Corporation.
15. To receive the Commercial Services Update reports from the VP: Corporate Services.
16. To receive the Operation Services Update reports from the VP: Operational Services.
17. To receive the External Relations Update reports from the VP: External Relations.
18. To appoint a member of the Committee to act as lead member on Health and Safety issues and to sit, as of right, on the Group's Health and Safety Committee.
19. To consider matters relating to the employment and conditions of service of employees other than senior post holders.
20. To approve, on behalf of the Corporation, human resource strategies for the NPTC Group.
21. To approve, on behalf of the Corporation, policies and procedures for discipline, grievance, sickness, maternity, redundancy, premature retirement and any other matters relevant to the employment of staff of the NPTC Group.
22. To agree and implement arrangements relating to the recognition of appropriate trade unions for different categories of staff for the purposes of consultation and/or negotiation.
23. To receive termly/annual reports on staffing matters including:
 - i. Major changes to NPTC Group staffing levels;
 - ii. Equal opportunities and equal pay issues;
 - iii. Absence management and statistics.
 - iv. Whistle Blowing Reports.
24. To approve on behalf of the Corporation policies and procedures relating to students including:
 - i. The Constitution of the Students' Union and Student Parliaments;

ii. Disciplinary and Grievance Policies;

iii. Diversity/Equal Opportunities.

25. To review and monitor the HR procedures and policies of the Subsidiary Companies of the NPTC Group.