

## Resources Committee

### Terms of Reference



#### **Purpose**

To formulate guidelines for and oversee the discharge of the Trust's responsibilities for the proper management of Human Resources, IT, the Estate and its' assets, and capital project management of the Trust and its Colleges.

#### **Responsibilities**

1. To review and recommend to the Board the following strategies:
  - i. Trust's Property Strategy;
  - ii. Environmental and Sustainability Strategy;
  - iii. HR Strategy;
  - iv. IT Strategy;

taking due consideration of the Trust's curriculum strategy, the Trust's over-arching strategic objectives and ensure the strategies support local and national needs.

2. To review the conditions of all buildings within the Trust's estate cross reference it with the current needs of the Trust and the estates and IT strategy and make recommendations to the Board;
3. To review the conditions of our IT infrastructure cross reference it with the current needs of the Trust the estates and IT strategy and make recommendations to the Board;
4. To consider proposals to develop the estate and IT infrastructure of the Trust and agree final plans;
5. To recommend a capital refurbishment and IT budget to the Finance Committee
6. To review the Trust's energy efficiency arrangements and to make recommendations to the Board for improvements;
7. To assess and consider the risks associated with a capital build and Capital IT projects;
8. To review the Trust's Health and Safety policy as and when required and to advise the Board with regard to its compliance with Health and Safety Regulations;
9. To monitor the Health and Safety KPIs to ensure statutory compliance;
10. To receive an annual report of statutory testing and annual servicing of equipment, to ensure that testing, maintenance and servicing has been undertaken;
11. To monitor KPIs relating to Human Resources including completion of staff appraisals, employee relations, wellbeing, talent architecture and recruitment and their impact on the organisation;
12. Approve and keep under review the Trust's Safer Recruitment Policy;
13. To give due consideration to issues of equality and diversity in all areas of work;

#### **Delegated Authorities**

#### **Policies/Reports to scrutinise and recommend to the Trust Board:**

1. Property Strategy
2. Environmental and Sustainability Strategy
3. IT Strategy
4. HR Strategy
5. Health and Safety policy
6. Safer Recruitment policy

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#### **Membership**

The Committee shall comprise up to nine members, to include *ex officio* the Chair of the Board and the CEO. The Trustee lead for Health and Safety will have a standing invite to attend the Committee to inform the Committee of any key areas for further action or investigation escalated from the Health and Safety Board.

The Committee may invite the Trust's advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall be entitled to speak at the meeting, but not to vote).

There shall be a standing invitation for members of the Senior Executive Team and Finance Teams to attend meetings of the Committee. Other members of staff may also attend on specific invitation from the Committee Chair.

The quorum for meetings of the Committee shall be four.

#### **Chair**

The Trust Board will appoint a Trustee as the Committee Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

#### **Vice-Chair**

The Trust Board will appoint a Trustee as the Committee Vice-Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

#### **Clerk**

The Trust Clerk shall act as Clerk to the Committee

#### **Frequency of Meetings**

The Committee will meet not less than three times a year.

#### **Term of Office**

Appointments of members of the Committee will cease at the end of their term of office as a Trustee, unless members opt to terminate their membership by issuing notice of resignation to the Trust Clerk.

#### **Powers**

This Committee is advisory to the Board, apart from the specific powers delegated above and any additional powers as delegated by the Trust Board, from time to time.