

## **Terms of Reference of Resources and General Purposes Committee**

### **1. Membership/Attendance**

- (a) The Committee shall comprise of at least two non- executive Board Members. The Chief Executive of the Lanarkshire Board who is the Principal of the Regional College will be a member. Any other member of the College's Senior Management Team must not be a member of the Committee though they may be in attendance at Committee meetings at the discretion of the Committee.
- (b) The Committee may, if it considers it necessary or desirable, co-opt non-executive members who are not members of the Board of Management but have particular relevant experience or expertise. Such members will not normally be appointed Chair of the Committee and will not have a vote.
- (c) Members may be excluded from membership of the Committee if (based on objective criteria) their membership is perceived as compromising the Committee's objectivity or independence. Such a decision will require the approval of the Board of Management. Members of this committee should not normally be members of the Audit Committee.
- (d) Individuals may remain members of the Committee for as long as they are Board Members.

### **2. Quorum**

The quorum for meetings of the Resources & General Purposes Committee shall be three members.

### **3. Proceedings of the Committee**

- (a) The Committee shall meet not less than three times per year timed to coincide with the reporting deadlines for meetings of the Board of Management.
- (b) The Committee has the authority to consider any matters within its terms of reference.
- (c) The Secretary to the Board of Management will normally act as Secretary of the Committee unless the Board of Management decides that this is inappropriate.
- (d) The Committee may receive reports from the appropriate committee of SLC and when discussing Regional Strategic Body business the Chair of the SLC committee can attend the meeting or there may be a joint meeting with the SLC committee

**4. Reporting by the Committee**

The Chair of the Committee will report on every meeting of the Committee to the Lanarkshire Board. This will include circulation of Committee Meeting minutes to Board Members.

**5. Duties of the Resources & General Purposes Committee**

The Committee shall take the Code of Good Governance into full consideration in the conduct of its business and shall be responsible for the following matters:-

- Receive and comment upon draft copies of strategic and operational policies and plans relating to HR, Health and Safety and Estates for the Regional College prior to submission to the Lanarkshire Board for further comment and eventual approval.
- Oversee all aspects in relation to the Regional College's Estates with particular regard for the Regional College's Estates strategy. The committee will receive the Estates Strategy from the Assigned College.
- Receive reports in relation to the College's staffing structure and provide support where necessary to appoint staff at senior level within the organisation.
- To receive reports on equality and diversity
- To receive reports on Health and Safety Issues
- To receive reports and make recommendations on the use of funding in relation to HR, Health and Safety and Estates.
- To receive reports on procurement relating to HR, Health and Safety and Estates
- To receive reports and information from the Assigned College SLC necessary to fulfil the committee's Regional Strategic Body responsibilities as defined by the enabling legislation.

**6. Effectiveness of the Resources & General Purposes Committee**

Assessment of the effectiveness of the Committee will comprise:

- (a) Self-assessment by the Committee and feedback from the College's senior management.
- (b) Feedback from Internal and External Auditors
- (c) A review by the Board of Management.
- (d) The assessment will include checking compliance with the Code of Good Governance.

The assessment may be carried out by external consultants provided that they are not the provider of the internal or external audit service.

Approved by the Board 21<sup>st</sup> March 2016