

Resources Committee

Terms of Reference

2023/24



Constitution

The Committee membership shall comprise of representation from the independent Boards of Suffolk Academies Trust Board (SAT) and West Suffolk College Corporation (WSC). (*the 'Group'*)

Committee Purpose

To assess and provide the independent Boards with an opinion on the adequacy and effectiveness of the deployment and investment in resources to deliver the Group's Strategic Plan and comply with associated statutory regulation and duties.

To challenge and hold to account the Executive on such matters.

Responsibilities

1. To review the appropriateness of the Group's Property Strategy, Sustainability Strategy, and other resource strategies to deliver the Group's strategic objectives and to support local and national needs, and recommend to the independent Boards for approval.
2. To consider the physical conditions of all buildings and the suitability of other key physical and virtual infrastructure, and advise the independent Boards as to whether the planned investments are appropriate to for the current and future needs of the Trust and/or College; and to recommend appropriate capital investment for both refurbishment and development to the Finance Committees;
3. To review the Group's energy efficiency arrangements and to make recommendations to the independent Boards for improvements;
4. To assess the risks associated with, consider and authorise capital projects in line with any authority delegated to the Committee within the Financial Regulations;
5. To review and recommend the Group's Health and Safety policies
6. To monitor the Health and Safety KPIs and ensure statutory compliance;
7. To receive an annual report of statutory testing and annual servicing of equipment, to ensure that testing, maintenance and servicing has been undertaken;
8. To monitor KPIs relating to Human Resources and to receive assurance on completion of staff appraisals, employee relations, wellbeing, talent architecture and recruitment and their impact on the organisation;
9. Approve and keep under review the Group's Safer Recruitment Policy;
10. To give due consideration to issues of Equality, Diversity and Inclusion in all areas of work;

Delegated Authorities

None

Policies/Reports to scrutinise and recommend to the independent boards of SAT and WSC:

1. Property Strategy
2. Sustainability Strategy
3. Other resource strategies (as applicable)
4. Health and Safety policies
5. Safer Recruitment policies

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Membership

The Committee shall comprise up to eight members including ex-officio the Chair of the Trust Board and Corporation and the Trustee and Governor leads for Health and Safety and People.

The Committee may invite the 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 three appointed Committee members.

Chair

The Trust Board and Corporation will appoint a common Trustee/Governor 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 and Corporation will appoint a common Trustee/Governor 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 Governance Professional shall act as Clerk to the Committee

Frequency of Meetings

The Committee will meet termly.

Term of Office

Appointments of members of the Committee will cease at the end of their term of office as a SAT Trustee or WSC Governor, unless members opt to terminate their membership by issuing notice of resignation to the Governance Professional.

Powers

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