Chelmsford College

POLICY, SUSTAINABILTY AND RESOURCES COMMITTEE TERMS OF REFERENCE 2026-7

OBJECTIVES AND REMIT

To provide appropriate oversight and scrutiny of matters relating to the use efficient resources including finance, capital builds and estates and human resources/employment matters. This will include Dovedale Nursery CIC.

To have oversight, monitor and make recommendations on business development opportunities and the College's sustainability agenda, journey, actions and achievements.

MEMBERSHIP

The Committee will have a minimum of 5 members.

The Committee may also have up to two co-opted members who do not sit on the Board but do have full voting rights for this Committee.

TERMS OF OFFICE

Terms of office of the members shall be contiguous with their membership of the Board however the membership of committees is reviewed by the Search, Governance, and Remuneration Committee and members may be asked to move to another committee should this serve the Board more appropriately.

Terms of office for co-opted members are agreed at the appointment stage.

APPOINTMENT OF COMMITTEE CHAIR

Appointment of the Chair is by the Corporation for a period of four years

1. If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting.

2. Terms of office for the Chair will reflect their Terms of Office as a Governor, unless stipulated otherwise or they resign from the role.

3. A vacancy which arises during the period of office of the Committee will be filled by the co-option of an independent member of the Corporation by the Chair of the Search and Governance Committee.

4. The Committee shall elect a Vice Chair for a period of two years.

QUORUM

Quorum will be 40% of the members to include co-opted members. At least two of whom must be independent members.

CLERKING

All meetings will be clerked by the Director of Governance. In their absence, the Committee will appoint a Clerk.

FREQUENCY OF MEETINGS

Meetings will take place at least three times per academic year.

ATTENDANCE AT MEETINGS

The Chief Operating Officer and the Director of People and Organisational Development shall attend and speak at meeting of the Committee (they will have no voting rights).

Other Corporation members shall have the right of attendance and where approved by the Committee participation, but not to vote

Senior managers shall attend and speak at meeting of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

The Committee may invite the Corporation’s advisers or other third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

MINUTES

The draft minutes of each meetings shall be approved by the Committee chair and presented as such to the Corporation for recommendations and information.

REPORTING PROCEDURES

The Chair of the Committee shall present any pertinent issues on the Committee's agenda at the subsequent Board meeting and the minutes of the meeting will be circulated to the Board.

PURPOSE OF COMMITTEE

Capital builds and estates

- To consider and recommend the capital and estates strategy to the Board.
- To consider the financial implications of any proposed capital projects
- To approve a planned programme of building maintenance and minor works within the budget allocated and monitor performance against the plan, including making virements within that programme
- To review the condition of all buildings within the College's estate (whether owned or leased) and consider proposals for improvements and adaptations where necessary
- To review the College's energy efficiency and sustainability arrangements, having taken relevant professional advice
- To examine, scrutinize and approve contracts for proposed new Capital Builds for the College including, but not limited to, oversight of the tendering process and any other requirements in that connection required by the Financial Regulations within previously Board agreed budgets
- To monitor the performance of contracts for major Capital Builds and building related works generally
- To authorise the utilisation of external consultants and advisers to support the construction, planning and legal aspects of Capital Builds and Estates projects within previously Board agreed budgets

Finance

- To oversee the application of the College's Financial Regulations and financial procedures, including considering proposed amendments to the Regulations and make recommendations to the Corporation
- To consider the annual estimates of income and expenditure and other budgets, including capital expenditure and make recommendations to the Corporation
- To consider, review and report on the periodic management accounts of the Corporation (and of subsidiary trading companies or joint ventures)
- To consider the solvency of the College and the safeguarding of its assets including insurance cover and the disposal of assets)
- To review the audited annual report and accounts of the College and its subsidiary company and joint venture company and recommend their

approval to the Board jointly with the Audit and Risk Committee
- To review generally on investments, borrowings and taxation issues, taking appropriate advice from external sources
- To determine the policy for the setting of tuition and other fees
- To authorise significant expenditure included in the overall budget allocations (both capital and revenue), or to authorise variations within budget allocations in accordance with the provisions of the Financial Regulations
- To receive reports from the Principal in accordance with the Financial Regulations regarding any unbudgeted expenditure or overruns in budgeted expenditure

Human Resources

- To consider proposals relating to Human Resources issues in support of the College Strategic Plan and generally review the risks arising from Human Resource issues
- To monitor and evaluate the College's staffing profile and performance indicators in the light of strategic needs
- To monitor and evaluate the human resource function regarding compliance with legislative requirements and organisational needs including having regard to the mental health and well-being of staff
- To monitor an evaluate the effectiveness of the Staff Development programme to determine the impact on organisational success
- To review the results of staff surveys and plans developed by the College in response to the results thereof
- To review reports on the business of the Health and Safety Committee and the Safeguarding Committee in order to gain assurance that the College is compliant with regulatory requirements and that strategies in these areas are appropriate and effective; and reporting thereon to the Board
- To review and recommend the Gender pay gap report to the Board
- To review and recommend the ethnicity and disability pay data to the Board

Business Development

- To consider and make recommendation to the Board relating to the development of the College's business activities, its marketing and its strategy for engaging stakeholders.
- To set and monitor targets in connection with the College's expansion in new business areas
- To review proposals for the College's sub- contracting activity and recommend to the Board and to monitor its delivery

- To consider proposals in respect of the College’s role in the FE Skills Agenda locally and regionally, including potential collaborations with other Colleges and training providers in its delivery

Sustainability

- To advise the Board regarding the appointment of a designated Sustainability Governor
- To advise the Board on the adoption of a long-term strategy, to be known as the College Climate Action Roadmap, for carbon reduction and improving environmental sustainability ensuring the strategy reflects input from stakeholders and that targets are set with key milestones and measurable outcomes (KPIs)
- To monitor and review the delivery of the strategy annually through receipt of an Environmental Sustainability Report and to arrange for publishing progress in the College Annual Report and on the website
- To advise, together with the Quality & Learners’ Committee, on sustainability within the College Curriculum Plan regarding content (‘green’ jobs) and delivery

Approved: Full Board 26 June 2026