



South Birmingham College

Terms of Reference

SOUTH BIRMINGHAM COLLEGE CORPORATION

Audit Committee

Terms of Reference

1. To advise the Corporation on the adequacy and effectiveness of the College's systems of internal control and its arrangement for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money).
2. To advise the Corporation on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the Internal Audit Service (IAS).
3. To advise the Corporation on the scope and objectives of the work of the IAS, the financial statements auditor.
4. To ensure effective co-ordination between the IAS and the financial statements auditor.
5. To consider and advise the Corporation on the audit strategy and annual internal audit plans for the IAS.
6. To advise the Corporation on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor and management responses to these.
7. To consider and advise on relevant reports by the National Audit Office (NAO) and the (Learning and Skills Council) LSC, and where appropriate management's responses to these.
8. To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports, and the financial statements auditors management letter.
9. To consider and advise the governing body on relevant reports by the NAO the LSC and other funding bodies, and where appropriate management response to these.
10. To establish, in conjunction with college management, relevant annual performance measures and indicators, and to monitor the effectiveness of the IAS and financial statements auditor through these measures and indicators

and decide, based on this review, whether completion for price and quality of the audit services appropriate.

11. To produce an annual report for the Corporation and accounting officer, which should include the Committee's advice on the effectiveness of the College's risk management, control and governance processes, and any significant matters arising from the work of the IAS, and the financial statements auditor.
12. To ensure that all allegations of fraud and irregularity are properly followed up.
13. To be informed of all additional services undertaken by the IAS, and the financial statements auditors and the funding auditors.

In order to exercise its role the audit committee shall have the power to:

- To recommend that the annual financial statements to the Corporation for approval.
- Seek any information it requires from the IAS, the external auditor, governors, committees and college employees, plus relevant information from subcontractors and other third parties
- Obtain external professional advice
- To undertake such other related responsibilities as the Corporation may remit. Such responsibilities must not require the Audit Committee to adopt an executive role or its members to offer professional advice to the Corporation, except in their capacity as members of the Corporation and within the terms of reference of the Committee.

SOUTH BIRMINGHAM COLLEGE CORPORATION

Standards Committee

Terms of Reference

To advise the Corporation on all aspects of standards of provision within the College with particular reference to:

- 1) Achievements, Retention, Quality Assurance, Quality of Teaching and Learning.
- 2) To consider, monitor and advise the Corporation on College targets for retention and achievement.
- 3) To advise the Corporation on issues relating to College inspection and accredited status.
- 4) To consider audit reports in liaison with the Audit Committee so far as these are concerned with standards and the quality of provision.
- 5) To monitor standards within the Corporation in terms of the operation of Committees and the Corporation's code of ethics, and Conduct.

The Chair of the Committee shall act as the nominated governor representative for Corporation Standards.

The Committee shall consist of a minimum of 5 members.

SOUTH BIRMINGHAM COLLEGE CORPORATION

Student Services Committee

Terms of Reference

To advise the Corporation on it's Student Services and the range and quality of services provided.

To advise the Corporation on it's policy in respect of the Access Fund and any other similar funds.

To review and advice on the College's Student Charter.

To make recommendations on the allocation of funds to the Students Union and the use of such funds by the Student Union.

To advise the Corporation on student facilities.

SOUTH BIRMINGHAM COLLEGE CORPORATION

Search Committee

Terms of Reference

To advise and make recommendations to the Corporation on:

The selection process and criteria for the nomination and selection of candidates for positions on the Corporation.

The Terms of Office for Corporation Members.

The overall composition and balance of the Corporation.

To consider and recommend to the Corporation the appointment and reappointment of suitable candidates to positions on the Corporation.

The Committee may seek such advice and guidance as it requires.

Meetings of the Committee shall be held as and when required for the consideration of the overall composition and balance of the Corporation and to ensure that any vacancies on the Corporation are filled.

Membership

The Committee shall consist of 5 member of the Corporation that shall include:

- a) The Corporation Chair
- b) The Principal

SOUTH BIRMINGHAM COLLEGE CORPORATION

Planning and Resources and Estates Committee

Terms of Reference

1. To advise the Corporation on the Annual College Budget and Estimates of Income and Expenditure.
2. To advise the Corporation on the Financial Regulations of the College.
3. To consider College investments and borrowings so far as these do not affect the solvency of the College.
4. To advise on all financial and policy matters relating to the College in accordance with the College's Financial Regulations.
5. To advise the Corporation on all matters relating to land and property and related premises, health and safety and security issues within the College.
6. To approve matters as delegated to the Committee by specific resolution of the Corporation and in accordance with the Financial Regulations.
7. The Committee may seek such attendance at meetings or advice and guidance from staff at the College as it requires, but such persons may not take part in any decisions.
8. The Committee will have delegated authority to approve contracts.
9. The Committee will have delegated authority to approve variation to tenders exceeding the value of £50,000.

The Committee shall consist of a minimum of 5 members.

SOUTH BIRMINGHAM COLLEGE CORPORATION

Employment and Equalities Committee

Terms of Reference

To advise the Corporation on employment policies including pay awards.

To advise the Corporation on the conditions of service and pay for staff.

To consider and make recommendations to the Corporation on College employment related procedures and conduct of staff.

To act on behalf of the Corporation as the Appeals Committee for appeals relating to Dismissal, Grievance and Disciplinary Procedures (excluding those relating to the holder of a designated, senior post).

To advise on selection panels for the appointment of persons to designated senior posts (such panels shall be chaired by the Chair of the Corporation) in accordance with clause 12 of the Articles of Government (attached).

To review the College's equal opportunities policies and performance and advise the Corporation.

To review policies on staff development

Attendance at Meetings

The Committee may seek such attendance at meetings, or advice and guidance from staff of the College as it requires, but such persons may not take part in/vote on any decisions.

Appointment and promotion of staff

12 – (1) Where there is a vacancy or expected vacancy in a senior post, the Corporation shall –

- (a) Advertise the vacancy nationally; and
- (b) Appoint a selection panel consisting of –
 - (i) at least five members of the Corporation including the Chair of the Vice-Chair or both, where the vacancy is for the post of Principal; or
 - (ii) the Principal and at least three other members of the Corporation, where the vacancy is for any other senior post.

- (2) The members of the selection panel shall –
 - (a) decide on the arrangements for selecting the applicants for interview;
 - (b) interview the applicants; and
 - (c) where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.
- (3) If the Corporation approves the recommendation of the selection panel, that person shall be appointed.
- (4) If the members of the selection panel are unable to agree on a person to recommend to the Corporation, or if the Corporation does not approve their recommendation, the Corporation may make an appointment itself of a person from amongst those interviewed, or it may require the panel to repeat the steps specified in paragraph (2), with or without first re-advertising the vacancy.
- (5) Where there is a vacancy in a senior post or where the holder of a senior post is temporarily absent, until that post is filled or the absent post holder returns, a member of staff.
 - (a) may be required to act as Principal or in the place of any other senior post holder; and
 - (b) if so required, shall have all the duties and responsibilities of the Principal or such other senior post holder during the period of the vacancy or temporary absence.
- (6) The Corporation shall seek the Secretary of State's consent before making any temporary appointment to the post of Principal or any other senior post, where it is intended that such a post holder will not have a contract of employment with the Corporation.