



## COLEG GWENT FURTHER EDUCATION CORPORATION FINANCE & RESOURCES COMMITTEE

TERMS OF REFERENCE  
Approved 22 January 2019

### **Purpose of the Committee**

The committee is a non-statutory committee established to advise the Board on financial, human resource and infrastructure (including ICT and Estates) matters and to monitor progress on major projects.

#### **1. Executive Responsibilities**

- 1.1 To scrutinise the College's financial performance, including monitoring and scrutiny of management accounts, forecasts and budget.
- 1.2 To approve relevant financial policies and procedures as delegated.
- 1.3 To authorise the writing off of bad or doubtful debts in accordance with the Financial Memorandum.
- 1.4 To approve relevant HR policies as delegated.

#### **2. Advisory Responsibilities**

- 2.1 To consider and make recommendations on any proposed borrowing, capital or other significant expenditure.
- 2.2 To advise the Board on Financial, Staff, Estates and ICT strategies.
- 2.3 To consider and advise/make recommendations to the Board on all aspects of HR strategy.

#### **3. Monitorial Responsibilities**

- 3.1 To monitor pension arrangements for the College's staff, including scrutiny of pension scheme annual reports and actuarial valuations.
- 3.2 To oversee health & safety within the College and to review an annual report on health & safety and to receive reports from the Health & Safety Sub-Committee.
- 3.3 To review an annual report on Equality & Diversity and to receive reports from the Diversity Steering Group.
- 3.4 To monitor progress against the Strategic Equality Plan.

#### **4. Additional matters**

- 4.1 The Governance Officer will act as Clerk to the committee.
- 4.2 The committee will address any other matter referred to it by the Board.
- 4.3 The Committee Chair will regularly report on the activities of the committee to the Board.
- 4.4 The Governance Officer will ensure that copies of minutes (or draft minutes) are circulated to all Corporation members for information at the next appropriate Board meeting.
- 4.5 These Terms of Reference will be reviewed ANNUALLY.

**Membership:**

**6**

Comprising: 4 Independent Governors  
1 Business Support Staff Governor  
Principal/CEO

The committee may obtain independent, professional advice and invite the attendance of non-members with relevant experience or expertise at its meetings.

**Quorum:** 50%

**Frequency of meetings:** Termly (minimum 3 times per year)



## **CORFFORAETH ADDYSG BELLACH COLEG GWENT PWYLLGOR CYLLID AC ADNODDAU**

**CYLCH GORCHWYL**  
Cymeradwywyd 22 Ionawr 2019

### **Diben y Pwyllgor**

Mae'r pwyllgor yn un anstatudol a sefydlwyd i gynghori'r Bwrdd ar faterion ariannol, adnoddau dynol ac isadeiledd (gan gynnwys TGCh ac Ystadau) ac i fonitro cynnydd prosiectau mawrion.

#### **1. Prif Gyfrifoldebau**

- 1.1 Archwilio perfformiad ariannol y Coleg, gan gynnwys monitro ac archwilio cyfrifon rheoli, rhagolygon a chyllideb.
- 1.2 Cymeradwyo polisiau a gweithdrefnau ariannol perthnasol fel y dirprwywyd.
- 1.3 Awdurdodi dilead dyledion drwg neu amheus yn unol â'r Memorandwm Ariannol.
- 1.4 Cymeradwyo polisiau AD perthnasol fel y dirprwywyd.

#### **2. Cyfrifoldebau Ymgynghorol**

- 2.1 Ystyried awgrymiadau a'u gwneud ar unrhyw fenthyciad, cyfalaf neu wariant sylweddol arall arfaethedig.
- 2.2 Cynghori'r Bwrdd ar strategaethau Ariannol, Staff, Ystadau a TGCh.
- 2.3 Ystyried awgrymiadau a'u cynghori/cyflwyno i'r Bwrdd ar bob agwedd ar y strategaeth AD.

#### **3. Cyfrifoldebau Arolygol**

- 3.1 Monitro trefniadau pensiwn staff y Coleg, gan gynnwys archwilio adroddiadau blynyddol y cynllun pensiwn a phrasiadau actiwaraid.
- 3.2 Goruchwylio iechyd a diogelwch yn y Coleg ac adolygu adroddiad blynyddol ar iechyd a diogelwch a derbyn adroddiadau gan yr Is-bwyllgor Iechyd a Diogelwch.
- 3.3 Adolygu adroddiad blynyddol ar Gydraddoldeb ac Amrywiaeth a derbyn adroddiadau gan y Grŵp Llywio Amrywiaeth.
- 3.4 Monitro cynnydd yn erbyn y Cynllun Cydraddoldeb Strategol.

#### 4. Materion ychwanegol

- 4.1 Bydd y Swyddog Llywodraethiant yn gweithredu fel Clerc i'r pwyllgor.
- 4.2 Bydd y pwyllgor yn ymdrin ag unrhyw fater arall a gyfeirir ato gan y Bwrdd.
- 4.3 Bydd Cadeirydd y Pwyllgor yn cyflwyno adroddiadau rheolaidd ar weithgareddau'r pwyllgor i'r Bwrdd.
- 4.4 Bydd y Swyddog Llywodraethiant yn sicrhau bod copïau o'r cofnodion (neu gofnodion drafft) yn cael eu dosbarthu i bob aelod o'r Gorfforaeth er gwybodaeth ar gyfer y cyfarfod Bwrdd priodol nesaf.
- 4.5 Bydd y Cylch Gorchwyl hwn yn cael ei adolygu'n FLYNYDDOL.

**Aelodaeth:**

**6**

Yn cynnwys: 4 Llywodraethwr Annibynnol  
1 Llywodraethwr Staff Cefnogi  
Busnes  
Pennaeth/Prif Weithredwr

Mae gan y pwyllgor hawl i gael cyngor annibynnol a phroffesiynol gan unigolion nad ydynt yn aelodau sydd â phrofiad neu arbenigedd perthnasol, a chânt eu gwahodd i fynychu'r cyfarfodydd.

**Cworwm:**

50%

**Amllder y cyfarfodydd:**

Tymhorol (o leiaf 3 gwaith y flwyddyn)