

New College Durham Academies Trust

Trust Corporate Services Committee

Terms of Reference

Purpose

To assist the strategic planning and decision making of the Trust Board, by enabling more detailed consideration to be given to the best means of fulfilling the Trust Board's responsibility in respect of its corporate service areas such as Human Resources, financial updating, ICT, facilities/estates and contracts management.

To respond to minutes and actions arising from the Academies Corporate Services Group.

To make appropriate comments and recommendations on such matters to the Trust Board on a regular basis.

Human Resources

To keep under review the Trust's employment policies and procedures and to evaluate the effect of Trust Board decisions on any aspect of management of the Trust's human resources and to make recommendations to the Trust Board as appropriate.

The committee shall:

- advise the Trust Board and make recommendations concerning human resources policies and major procedures;
- approve, on behalf of the Trust Board, minor policy amendments or revisions to procedures, where such amendments do not affect the substance of the policy or procedure previously agreed;
- monitor and review staff information including sickness absence and equal opportunities information;
- monitor and review the application of all human resources procedures;
- monitor and review any other matter referred to it by the Trust Board.

Financial updating

To consider and keep under review the Trust's financial position, which will cover issues such as budgeting, management accounts and forecasting and make recommendations to the Trust Board as appropriate. The committee shall advise the Trust Board and make recommendations concerning the Financial Regulations, Financial Procedures and Treasury Management Policy.

ICT and information governance

- To ensure that the development of ICT provision is coordinated across the Trust.
- To provide a strategic lead for the ICT vision and ensure that a high quality solution is available which works across the Trust.
- The committee shall review and approve, on behalf of the Trust Board, changes to the Trust's information governance policies and procedures including those covering Data Protection, Freedom of Information, Records Management and Information Security.
- To monitor and review the application of the Trust's information governance policies and procedures.
- To advise and make recommendations to the Trust Board on the above as appropriate.

Facilities/Estates

- To monitor and review the management of the academies estates, infrastructure and grounds, including environmental and sustainability issues.
- To monitor and review all aspects of Health & Safety management, including review and approval of policy changes.
- To advise and make recommendations to the Trust Board on the above as appropriate.

Contracts management

- To keep under review the external contracts management.
- Oversee the procurement and tendering process for new contracts and make appropriate recommendations to the Trust Board.
- To advise and make recommendations to the Trust Board on the above as appropriate.

Frequency of meetings – termly

Composition – 3 Trust Board Directors

Quorum - 2 Trust Board Directors

Chair – Karl Fairley

Clerk – Company Secretary

Last reviewed and approved by the Board on 27 June 2019