

SKILLS, ENTERPRISE AND SUSTAINABILITY COMMITTEE

TERMS OF REFERENCE

June 2022

PURPOSE AND ROLE

The role of the Skills, Enterprise and Sustainability Committee is to assist Corporation in the planning and monitoring of its commercial and business activities and the College's engagement with local and regional employers, and wider external relations. This will be carried out by providing a forum for consideration of the College's commercial and business strategies and by making recommendations on –

- Marketing, sponsorship and sales strategies to support recruitment and College investment, supported by regional market intelligence
- A College-wide communications and stakeholder engagement plan
- The development of new products and services to supplement the College's core business
- Review and monitoring of the College's international strategy
- Oversight of the College's employer engagement activities, including regular review and monitoring of the College's Employer Engagement Strategy
- Oversight of the College's environmental sustainability activities, including the development and monitoring of related strategies and policies
- The development of new business ventures and innovative initiatives.

MEMBERSHIP

The Committee shall be appointed by the Corporation and consist of:

- the Principal/Chief Executive
- a minimum of three independent Governors
- if deemed necessary, one co-opted Committee member with appropriate business or marketing experience. A co-opted Committee member shall not normally be appointed Chair, as s/he will not attend meetings of the full governing body except on request
- A quorum at any meeting of the Committee is three Corporation members

- The Chair of the Committee is appointed by the Corporation. If the Chair is unable to attend, the Members present will determine who will act as Chair for that meeting
- The Clerk to the Corporation acts as Clerk to the Committee
- The Deputy Principal Commercial will be invited to all meetings. The Deputy Principal Finance and Resources will be invited to any meetings where environmental sustainability is on the agenda.
- The Committee may choose to invite other CRC staff members or external representatives to attend all or part of any meeting

FREQUENCY OF MEETINGS

- Meetings are held each term and not less than three times a year
- The agenda for the meeting, preferably accompanied by all papers, is distributed to Committee Members one week prior to the scheduled meetings

AUTHORITY

- The Committee is authorised by the Corporation to seek any information it requires within its terms of reference
- The Committee normally makes recommendations to the Corporation on commercial strategy matters but the Corporation may delegate to the Committee the authority to act in specific circumstances
- The responsibilities of the Committee shall not extend to an executive role and shall not require the members of the Committee to offer the Corporation professional advice
- The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise when necessary. Such persons will not have a vote

CONFIDENTIALITY

Due to the commercial sensitivity of the Committee business, Committee minutes and papers will be marked confidential and not published on the College website. Recommendations from the Committee will be reported to Corporation and included in the Corporation minutes (marked confidential where it is appropriate to do so). Corporation minutes are published on the College website in accordance with Corporation's Standing Orders.