

Resource Management Committee

Revised terms of reference for 2023-24

Resource Management Committee

Purpose

The Resource Management Committee (RMC) is a sub-committee of the Planning and Resources Committee (PRC), dealing with the detailed work of resource management.

Scope and duties

1. The RMC receives and assesses expenditure forecasts from Schools and institutions, and centrally-managed “administered funds” as part of the University’s annual planning and budget setting process. Subject to input from RMC, these expenditure forecasts underpin decisions by the PRC concerning the allocation of income to Schools and institutions¹.
2. As part of the annual planning and budgeting setting exercise, the RMC will assess and offer suggestions as to the nature and quantity of resource required to deliver academic or strategic objectives. Resource is interpreted widely covering staffing arrangements and access to space, facilities and equipment.
3. The RMC monitors the in-year financial performance of Schools and non-School institutions against the annual expenditure forecasts agreed as part of the University’s annual budget setting process. The RMC has particular responsibility for decisions concerning the approval of unplanned expenditure that would require deviation from an approved budget. The RMC monitors the impact of such decisions on the overall consolidated budgetary position, and may choose to refer escalating financial risk to the PRC.
4. The RMC monitors performance in a wider sense taking into account performance against agreed plans including monitoring the achievement of planned cash savings. The RMC also monitors performance as it relates to changes in headcount, and changes in research cost recovery, and considers measures that could be taken to improve performance.
5. The RMC oversees and approves discretionary expenditure from the Priorities Fund² to institutions when no other sources of funds are available to them. The minimum level of funding institutions can request is £50,000.
6. The RMC provides senior academic direction for the work of the technical group developing the new planning and budgeting methodology under the Enhanced Financial Transparency (EFT) project.
7. The RMC determines new policies and procedures e.g. on overheads or the costing and pricing of posts funded by philanthropy.
8. The RMC is responsible, on behalf of the Council, for overseeing the University arrangements to obtain best value for money in its expenditure and use of resources.

¹Pending the implementation of a new method for distributing resource under the Enhanced Financial Transparency project, reference to income is in the context of Chest income that is allocated to Schools and institutions via the annual budget setting process

²The officers have delegated authority to approve expenditure up to £50k.

³The officers have delegated authority to approve minor works schemes up to £100k, and allocate space up to 100m².

⁴The officers have delegated authority to approve expenditure up to £50k.

⁵The consultation process for Professorships is delegated to the officers, and the outcome in each case presented as reported business.

Constitution and membership

The Resource Management Committee comprises of the following classes:

- a) the Pro-Vice-Chancellor (Strategy and Planning), as Chair
- b) the Senior PVC;
- c) the Heads of Schools, who are normally members of the General Board;
- d) Two Heads of a Non-School Institution;
- e) a member of the Council;
- f) a student member of the Council.

As a sub-committee of the PRC, changes to membership and limits of tenure are recommended by the RMC to PRC for approval on behalf of the General Board and Council. Co-opted members (class d) will be appointed for periods of three years.

The membership for 2023-24, updated at November 2023 is as follows:

Professor D A Cardwell (Chairman) (class a)
Professor A D Neely (class b)
Professor C J Young (class c; SAH)
Professor T N Harper (class c; SHSS)
Professor N Peake (class c; SPS)
Professor R Penty (class c; ST)
Professor A Philpott (class c; SBS)
Professor P H Maxwell (class c; SCM)
Professor I M Leslie (class d; Director of Information Services) (1.1.21 – 31.12.23)
Mr G L Syson (class d; Director of Fitzwilliam Museum) (1.1.21 – 31.12.23)
Council member – vacant (class e)
Mr F Kirman (class f) (1.8.23 – 31.7.24)

RMC Secretary: Dr R Coupe, supported by Dr F Moolla.

Quorum

No business may be transacted unless at least five members are in attendance. If a decision is the subject of a vote and an equal number of votes is cast on each side, the Chair may give a second or casting vote.