

External member of the Coleg's Finance and General Purposes Committee

Role specification and person
specification

Role Specification

Role Title:	External member of the Coleg's Finance and General Purposes Committee
Remuneration / Pay:	£200 per day in accordance with the Coleg's usual fees + eligible expenses
Employment Status:	Voluntary role
Term of service:	4 years (with possibility of second term)
Location:	not applicable
Answerable to:	not applicable

Coleg Cymraeg Cenedlaethol

The Coleg Cymraeg creates and promotes training and study opportunities in Welsh by working with further education colleges, schools, universities, apprenticeship providers and employers. We inspire and encourage everyone to use their Welsh language skills.

The Coleg's aim is to build a Welsh and bilingual education and training system which is open to everyone and to develop a bilingual workforce, including the education workforce.

The Coleg's Board and its committees

The Board provides leadership and direction to the organisation by setting plans, agreeing how and where resources will be used, reviewing the progress of the Coleg's work, and scrutinizing its achievement. The Board works closely with the Chief Executive and management in undertaking its role.

The Board delegates some of its responsibilities to the following standing sub-committees:

- Audit and Risk Committee;
- Finance and General Purposes Committee;
- Appointments and Governance Standards Committee;
- Academic Board;
- Post-16 Strategic Board.

The Coleg has a central team of staff, based either in its main offices in Carmarthen or its offices in Cardiff, Aberystwyth or Caernarfon.

Constitutionally, the Coleg is a company limited by guarantee and is also registered as a charity. As a result, the Coleg has to comply with the Companies Act 2006 and the Charities Act 2011 and report annually to Companies House and the Charity Commission.

More details about the Coleg can be found on our [website](#).

The Finance and General Purposes

Committee

The Finance and General Purposes Committee is responsible for overseeing the Coleg's activities in relation to finance and financial planning, staffing and human resources, health and safety, marketing and communications, the Coleg's equality and diversity strategy, and information services and systems.

The Committee includes up to three members from the Coleg's Board and up to three external members, and is usually chaired by a member of the Coleg's Board.

The chair of the Audit and Risk Committee is **Pedr ap Llwyd**.

A copy of this Committee's Terms of Reference is included in Appendix A.

Main responsibilities of External Members

Finance and General Purposes Committee members provide high level oversight to ensure adequate control arrangements are in place to support the Coleg's management team and provide assurance to the Board. This work is distinct from and in addition to the executive management of the Coleg, the responsibility for which rests with the management team.

External members are asked to bring their expertise and experience to bear on this work. All members will question intelligently, consider

objectively, discuss dispassionately, challenge constructively, and provide a balanced opinion, having listened sensitively to the views of others.

As part of their work on the Committee, members are expected to gain a solid understanding of the Coleg (its objectives, challenges, structure and culture), as well as the managerial frameworks it works within.

Experience and specialist requirements of the Role

To ensure that the Committee can properly and effectively discharge its responsibilities, members are expected to bring a range of skills and experience to the Committee, such as:

- experience of budgetary management and finance;
- experience of human resources and staff employment issues, equality and diversity;
- marketing and communications;
- higher education, further education, apprenticeships and / or work-based learning;
- practical experience of regulation and implementing the Nolan principles.

As well as adding the value of their particular skills and experience, all members of the Committee are required to work together effectively as a team. A series of essential attributes for members of all of the Coleg's Board committees are set out in the Person Specification at the end of this document, as well as those considered necessary and desirable for this Committee in particular.

The Committee is currently looking to appoint a new external member, and specific needs for an individual that has understanding and experience of the following areas has been identified:

- monetary and financial expertise, particularly in terms of:
 - budget planning,
 - receiving income and expenditure reports,
 - investment monitoring, etc;

The Coleg is also keen to ensure that we have a Board and committees that reflect the population of Wales and we welcome applications from individuals from a variety of ages, geographic areas, backgrounds and communities. We would especially welcome interest from Black, Asian and minority ethnic applicants as well as from people with any other protected characteristics.

Other details

Appointment term

External members are appointed for a period of four years, and the Committee's terms of reference allows for members to serve for one further term of four years (subject to the process for re-appointing members).

The new appointment will begin from spring 2025.

Time commitment

The Committee meets three times a year, usually for a morning or afternoon. Overall, it is expected that external members will need to devote the equivalent of three days each year to the Coleg.

Meetings are usually held virtually but it's possible that the Committee will meet in person from time to time.

Proposed dates for 2024/25 and 2025/26 meetings:

- 11 June 2025
- 24 September 2025
- 4 March 2026
- 10 June 2026

Remuneration and Expenses

This is a voluntary role. However, a daily fee is paid to external committee members in accordance with the Coleg's usual rates. Travel and other reasonable expenses can also be claimed for costs incurred in carrying out work on behalf of the Coleg, within the rates set out in the Coleg's financial regulations.

Declarations of interest

Applicants should declare any personal, professional, or business interests which may influence their judgment in performing the functions of an external member of one of the Coleg's Board's committees.

Welsh

Welsh is the working language of the Coleg. All Coleg meetings are conducted in Welsh, with simultaneous translation and relevant papers provided in English where necessary.

Making an application

Individuals interested in applying for this role are invited to send an **application letter and CV** to the Coleg's Secretary (e-mail secretary@colegcymraeg.ac.uk).

The Coleg's Appointments and Governance Standards Committee will consider the applications and assess them against the attributes set out in the person specification at the end of this document. Applicants are encouraged to include examples in their application letters of their experience and skills that make them eligible for the role.

The Committee reserves the right to interview candidates prior to appointment. Interviews, if required, will be held via MS Teams on Wednesday afternoon, **19 March 2025**.

If you would like an informal chat about the role contact the e-mail address above to arrange a time for a telephone call.

The closing date is 12:00 on **Wednesday, 5 March 2025**.

Person specification

External members of the Finance and General Purposes Committee will have most of the following attributes:

Knowledge, understanding, skills and experience	Essential attributes for members of all the Coleg's Committees
	Ability to analyse and weigh up complex information and reach a decision
	Independent thinking willing to challenge constructively
	Strong communication and inter-personal skills, and an ability to work effectively with other people at all levels
	Knowledge of corporate governance arrangements
	An understanding of and commitment to the Coleg's aims and wider mission of promoting the Welsh language, and a positive interest in matters of equality and diversity
	Necessary attributes for two or more members of this Committee
	Expert knowledge or experience of monetary and financial management, in terms of budget planning, receiving income and expenditure reports, monitoring investments, etc.
	Practical experience of regulation and implementing the Nolan principles

	Knowledge and understanding of educational issues, including higher and/or further education, and in particular Welsh-medium education
	Other desirable attributes for members of this Committee
	Knowledge of or experience of human resources, health and safety policies and procedures, and staff employment issues
	Knowledge of or experience in marketing and communications
	Knowledge of or experience of information services, information technology and systems
Other requirements	Time to devote up to three days to the Coleg every year

Appendix A

Terms of Reference for the Finance and General Purposes Committee

1. Constitution

- 1.1 The Coleg Committee known as the Finance and General Purposes Committee along with the Terms of Reference and the following standing orders was established through a resolution of the Coleg dated 22 November 2017.

2. Terms of Reference

- 2.1 The Committee will receive information, monitor progress, present opinion, establish and revise policies as well as report and recommend relevant matters to the Board relating to finance, financial planning, HR policies and other matters relating to employing staff, marketing and communication, and information services and systems, including receiving and reviewing information regarding relevant policies.

3. Finance

- 3.1 Receive regular reports regarding medium and long term budgetary planning including sources of income, review the Financial Regulations, review the Coleg's Investment Policy, monitor the performance of the Coleg's investments, evaluate grants, and offer advice on any other matters referred to the Committee by the Coleg Board or by officers for guidance.

4. Human Resources

- 4.1 Regularly receive and review information on policies and other matters relating to employing staff. Regularly receive HR report.
- 4.2 Be responsible for arrangements for reviewing the salary of the Chief Executive and Executive Directors annually.

5. Health and Safety

- 5.1 Receive and review information on the Health and Safety policy. Regularly receive reports as appropriate, and offer advice on matters relevant to Coleg Health and Safety.

6. Marketing and Communication

- 6.1 Review strategies relating to marketing and communication including the Marketing Strategy. Regularly receive reports as appropriate, and offer advice on matters relevant to the Coleg regarding marketing and communications.

7. Information Services and Systems

- 7.1 Regularly receive reports as appropriate, and offer advice on matters relevant to the Coleg regarding information services and systems. Consider and review strategies relevant to these areas including the Data Protection Policy and other legislative requirements in that area.

8. Diversity, Equality and Anti-Racism

8.1 Revise the Coleg Diversity, Equality and Anti-Racism Strategy and ensure that the strategy reflects best practice. Regularly receive reports as appropriate, and offer advice on matters relevant to Coleg activities regarding diversity, equality and anti-racism.

9. Membership

9.1 The Committee will include:

- A member of the Coleg's Board (Chair);
- The Chair of the Coleg's Board (*ex officio*);
- Representation of up to another three members appointed from the Coleg's Board;
- Up to three independent members that are not members of the Coleg's Board. They will be appointed through a process overseen by the Appointments and Governance Standards Committee.

9.2 The quorum for Committee meetings will be three members, including the Chair or the Chair's nominee.

9.3 The Chief Executive and other officers will attend as required.

10. Authority

10.1 The Committee is Authorised by the Coleg's Board to deal with all matters delegated to the Committee by the Coleg's Board.

11. Number of Meetings

11.1 At least three meetings a year shall be held.

12. Secretariat

12.1 The Secretariat for the Committee shall be provided by one of the Coleg's officers.

13. Reviewing the Terms of Reference

13.1 The terms of reference of this Committee will be reviewed by the Committee and the Coleg's Board annually.