

# QUALITY MANAGEMENT SYSTEM

<p><b>TR-004A-CCT</b>  <b>Planning and Resources</b>  <b>Committee</b>  <b>terms of reference</b></p>
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# TR-004A-CCT

## PLANNING AND RESOURCE COMMITTEE TOR

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### 1. LEGISLATIVE FRAMEWORK AND BEST PRACTICES

Key principles contained in the following legislation and best practices were applied to develop these terms of reference:

- a) The South African Constitution Act No. 108 of 1996;
- b) Continuing Education and Training Colleges Act No. 16 of 2006, as amended;
- c) Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999)(PFMA);
- d) National Treasury Regulations of March 2005;
- e) The Basic Conditions of Employment Act No. 75 of 1997;
- f) The Employment Equity Act No.55 of 1998;
- g) The General and Further Education and Training Quality Assurance Act No. 58 of 2001;
- h) The Labour Relations Act No. 66 of 1995;
- i) Employment of Educators Act No. 76 of 1998; and
- j) The Skills Development Act No. 97 of 1998.

## 2. PURPOSE

- 1.1 The standard College statute requires Council to establish a Planning and Resource Committee. The purpose of this Terms of Reference is to establish the terms of reference for a Planning and Resource Committee.
- 1.2 The primary purpose of the Planning and Resource Committee is to oversee the development and implementation of the College strategic plan for Council consideration.

## 3. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

For the purpose of this Terms of reference, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 1.3 **“Accounting Officer”**- is the Principal of the College of Cape Town.
- 1.4 **“Act”** – is the CET Colleges Act No. 16 of 2006, as amended.
- 1.5 **“College”** – is the College of Cape Town.
- 1.6 **“Council”**- is the Council of the College of Cape Town established in terms of the Act.
- 1.7 **“Days”** - shall be construed as calendar days unless qualified by the word "business", in which instance a "business day" will be any day other than a Saturday, Sunday or public holiday as gazetted by the government of the Republic of South Africa from time to time.
- 1.8 **“Department”; “DHET”** – is the Department of Higher Education and Training.
- 1.9 **“Management”** – are collectively the College Principal and Vice principals.
- 1.10 **“Exco”** – is the Executive Committee of the Council of the College of Cape Town.
- 1.11 **“TVET”** – is Technical and Vocational Education and Training.
- 1.12 **“VCET”** – is Continuing and Vocational Education and Training.

## 4. REPORTING LINES

- 1.13 Planning and Resource Committee will report to the College Council Exco.
- 1.14 In the absence of an Exco, the Planning and Resource Committee will report directly to Council.

## 5. COMPOSITION

- 1.15 At least 50 per cent of the members of Planning and Resource Committee must be external persons who are members of the Council.

Three external members of the Council elected by Council;  
Principal;  
Vice principal (Corporate Services)  
Vice principal (Innovation and Development)

- 1.16 The Committee will be chaired by one of the external members of Council and will be elected by the Committee.
- 1.17 The term of office of Planning and Resource Committee shall coincide with the Council term.
- 1.18 Members of Planning and Resource Committee shall be notified in writing of their appointment by the Chairperson of the Council, and their terms of reference shall be included in their letters of appointment.

## **6. SECRETARY OF THE PLANNING AND RESOURCE COMMITTEE**

- 1.19 The Vice principal (Innovation and Development) with the assistance of his/her personal assistant will fulfill the secretariat function of the Planning and Resource Committee.
- 1.20 The Secretary of the Planning and Resource Committee should be subjected to adequate secretarial training to enable him/her to discharge his/her duties effectively.

## **7. MEETING PROCEDURES**

- 1.21 Meetings will be held in a manner determined by Council. The committee should meet as frequently as is necessary but not less than two times a year.
- 1.22 The committee has decision making powers as determined by Council. The Committee shall report to the next Executive Committee of the Council meeting and is accountable to Council.
- 1.23 A quorum of 50%+1 members is necessary for Planning and Resource Committee meeting to be properly constituted and proceed, provided that at least two external members of the Council are present.
- 1.24 A Planning and Resource Committee member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from Planning and Resource Committee.
- 1.25 Council has the right to dissolve the Planning and Resource Committee at any time deemed fit by Council
- 1.26 Members shall be advised of the meeting date at least fourteen (14) days prior to the meeting.
- 1.27 An agenda and meeting pack for Planning and Resource Committee shall be circulated to all members at least seven (7) business days before the meeting. Minutes of the previous meetings shall be included with the Planning and Resource Committee pack.

1.28 All recommendations and decisions taken by the Committee shall be presented to Exco for submission to Council for ratification or noting.

## **8. FUNCTIONS**

Planning and Resource Committee is assigned the following functions:

1.29 Oversees and reviews the planning, organisation and review of the College's strategic plan.

1.30 The monitoring of the implementation of the College's strategic plan.

1.31 Monitor the College's organizational structuring within the objectives of the College's strategic plan.

1.32 Act as liaison between Council and management on the implementation of the strategic plan.

1.33 Monitor management's allocation of the College's resources in line with the objectives of its strategic plan.

1.34 Review the required resources per the Annual Performance Plans.

1.35 Recommend to Council the approval of the College's strategic plan.

1.36 Carry out any other related matters as determined by the Council.

## **2. Resources**

The College should make available resources, as necessary, for Planning and Resource Committee to fulfil its mandate without prejudice and within the confines of the College statute.

## **10. CHANGE OF MANDATE**

Planning and Resource Committee may not change this Terms of Reference nor act *ultra vires* to the mandate it is given without the prior approval of the College Council.

## **11. REMUNERATION**

Committee members will be remunerated in accordance with approved College policies as approved by Council.

## **12. ADOPTION OF TERMS OF REFERENCE**

This Terms of Reference is effective from the date on which it is adopted by the Council.

### **13. AVAILABILITY OF TERMS OF REFERENCE**

A copy of this Terms of Reference should be made available on the College website.

### **14. ANNUAL REVIEW OF TERMS OF REFERENCE**

This Terms of Reference will be subject to an annual review by College management to ensure its relevance.