

	New Links Training Solutions	Policy Document
	Section 1 i – Allocations Committee	Version 1 –July 2019

1. The Allocations Committee - Introduction:

The Allocations Committee is a subcommittee of the Finance Committee and its function is both practical and aspirational. The Allocations Committee will monitor the current and future required resources for courses that are currently running and for courses that are in the pipeline.

2. Role of the Allocations Committee:

The Allocations Committee is responsible for:

- Mapping the budgetary requirements for existing and proposed / future courses, including the cost of capital equipment and materials that are deemed imperative.
- Mapping the cost of capital equipment and materials for existing and new courses that will greatly enhance the quality and effectiveness of teaching on these courses, but are not essential for the delivery of current course objectives and learning outcomes.

3. Terms of Reference for the Allocations Committee:

- The membership of the Allocations Committee will comprise the Compliance Officer, who will be Chair, and Tutors.
- As this Committee is acting in a strictly advisory capacity to the Finance Committee, the members of this Committee do not need to reach consensus or vote on decisions, as all requests will be put forward for consideration by the Finance Committee. However, where members are in unanimous agreement that certain equipment or materials are essential, rather than desirable, this fact must be recorded.

4. Frequency of meetings

- Meetings must be held every month, prior to the meeting of the Finance Committee.
- The date of the next meeting will be confirmed at each meeting.
- Additional meetings may be organised if required.

5. Duties:

The duties of the Allocations Committee are to ensure that:

- The Finance Committee is fully informed regarding new equipment or materials that would ensure or enhance the attainment of course objectives and learning outcomes.
- Where equipment or materials are requested, that these have been properly priced (from at least two independent sources) and quantified.

6. Reporting

The chairperson (or notetaker) will distribute the minutes of meetings of the Allocations Committee to its members. A summary report will be prepared for the monthly Finance Committee meeting and a copy of this sent to the Quality Manager.