
Terms of Reference: Resource Allocation Group (RAG)

Date of Approval:	March 2013, Academic Council
Last Reviewed:	March 2017
Date for Review:	March 2018
Version:	V4.0
Chair:	Principal and Chief Executive
Secretary:	Executive Assistant

Context

Reporting to the Senior Management Team (SMT), the Resource Allocation Group (RAG) is responsible for making recommendations concerning the University College of Osteopathy's (UCO'S) resource allocation model (RAM), which aims to:

- achieve more effective, evidence-based decisions about our strategic and operational priorities;
- make staff more aware of the costs of the services that we provide and receive, and the potential for savings;
- measure and manage performance; and
- ensure financial sustainability.

The RAM is the method the UCO uses to determine how to split income received and allocate costs for teaching, research and other activities. The RAG is tasked to make recommendations to the SMT on issues concerning the RAM to ensure that it supports and incentivises the achievement of the UCO'S strategic objectives and targets.

Terms of Reference

To make recommendations to the SMT on:

1. Minimum income targets for core and income-generating activities;
2. the allocation of expenditure to core and income-generating activities based on strategic priorities and the level of income generated by the UCO the allocation of capital expenditure based on strategic priorities and the cash-flow to debt service ratio determined by the UCO's financial strategy;
3. the allocation of any additional surpluses (or losses) based on investment (or disinvestment) in the UCO's strategic priorities;
4. the cost-effectiveness of current core activities and any proposed new activities.

Frequency of meetings

Three times a year

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Composition and conditions of membership

Principal & Chief Executive (Chair)

Vice-Principal (Education)

Vice-Principal (Research)

Dean of Academic Development

Head of Clinical Practice

MSc (Pre-Registration) Course Leader

Heads of Area

Head of Research

Full-time M.Ost Course Leader

Part-time M.Ost Course Leader

Finance Director

ICT Manager

Academic Registrar

Head of Estates

Head of Quality

HR Manager

Student Admissions Team (in attendance for agenda items relating to minimum income targets only)

Executive Assistant (Secretary)

Quorum

Meetings will be quorate provided the Chair and 50% of other members are present.

Reporting and Sub-Committees

Reports to:

Senior Management Team

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Rolling Agenda Items

Activity under consideration	Terms of Reference		November	March	May
Financial reporting: Income & Expenditure (budget v forecast) for core and income-generating activities	5	Monitor	Review	Review	Review
Financial reporting: Capital Expenditure (budget v forecast)	5	Monitor	Review	Review	Review
Minimum income targets for core activities based on student recruitment numbers and retention	1	Recommend to SMT	Review for Current Academic Year	Recommend for Next Academic Year	Agree for Next Academic Year
Income targets for income-generating activities	1	Recommend to SMT	Review for Current Academic Year	Review for Current Academic Year Recommend for Next Academic Year	Review for Current Academic Year Agree for Next Academic Year
Potential projects that require funding for next academic year based on strategic priorities	2,3	Recommend to SMT	Review	Agree potential plans	Agree cost plans
Approve RAM for next academic year	2	Approve	-	-	Approve
Capital Expenditure budget	3	Recommend to SMT	-	-	Approve
Allocation of additional surpluses (losses) in current year for projects	4	Recommend to SMT	Agree potential plans	Agree	Review

Ad hoc tasks:-	(Only if arising)
Cost-effectiveness of new activities	Recommend to SMT
Terms of Reference	Every 3 years

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Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Mar 2014	Administrative - Amendments to committee titles to reflect current committee structure and role titles to reflect current roles.	Committee Chair
Mar 2017	Administrative – To reflect current membership.	PRAG Chair
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and staff role titles.	PRAG Chair