

# Ordinance **Appendix B: Terms of Reference of Council Standing Committees and Subcommittees**

## **Estates Strategy Committee**

### **Terms of Reference**

#### **1. Authority**

The Estates Strategy Committee reports to the Council on the development and management of the College's property assets in support of the College's Strategic Plan. In conjunction with the Finance Committee, it makes recommendations to Council on any proposals for the acquisition or disposal of any part of the College's estate involving an aggregate financial commitment in excess of £5 million. This includes incurring or disposing of leases with aggregate rental liabilities over the lease term expected to be in excess of £5 million. It will also make such recommendations on any leases involving an annual rental liability in excess of £500,000 irrespective of the aggregate liability over the term. The Committee also has oversight of all major estates works exceeding £5 million in value.

#### **2. Duties**

In carrying out its responsibilities the Committee:

- 2.1 Leads in the formulation of, and keeps under review, the estates strategy for the development and maintenance of the property assets of the College, including receiving at agreed intervals:
  - Reports on the existing use and market value of the Estate;
  - Report on the condition of the Estate;
  - Reports on the performance and utilisation of the Estate against the College's Strategic Objectives;
- 2.2 Recommends to Council, in conjunction with the Finance Committee, the College's annual Capital Investment Plan and receives regular reports from the Director of Estates and Facilities on progress;
- 2.3 Causes the preparation and maintenance of appropriate asset records;
- 2.4 Receives reports as appropriate from the Senior Management Team; and
- 2.5 Other related matters.

#### **3. Composition**

- 3.1 The Committee shall comprise:
  - 3.1.1 An Independent Member of the Council (in the chair)
  - 3.1.2 At least one other Independent Member of the Council or Independent Co-opted Member to be Vice-Chair.
  - 3.1.3 The Principal & President
  - 3.1.4 Other Independent Member(s) of the Council
  - 3.1.5 Other Independent Co-opted Members
  - 3.1.6 Senior Vice President/Provost (Arts & Sciences)
  - 3.1.7 Senior Vice President /Provost (Health)
  - 3.1.8 Senior Vice-President (Operations)
  - 3.1.9 Vice President (Finance /Chief Finance Officer
  - 3.1.10 Director of Estates and Facilities
  - 3.1.11 One Student Member

3.2 Independent and student members appointed to the Committee by the Council on the recommendation of the Governance & Nominations Committee shall normally serve a maximum of two consecutive three-year terms, with the possibility of extension for a further single three-year term (up to a maximum of nine years) in exceptional circumstances.

3.3 The following College Officers shall attend meetings of the Estates Strategy Committee as necessary:

3.1.1 Acting Director Operations (Central)

3.4 The College Secretary or his/her designate shall act as Secretary to the Estates Strategy Committee.

**4. Frequency of Meetings**

4.1 Meetings shall normally be held four times a year.

4.2 The business of the Committee may be conducted by electronic voting or email in accordance with Ordinance B9.

**5. Reporting Procedures**

A report of each meeting of the Committee will be circulated to all members of College Council.