

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 Vice-Chancellor and 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 (Academic)
 - 3.1.7 Senior Vice President (Health & Life Sciences)
 - 3.1.8 Senior Vice-President (Operations)
 - 3.1.9 Vice President (Finance/Chief Finance Officer)
 - 3.1.10 Executive 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:

- Director of Operations, Estates & Facilities
- Senior Director of Portfolio Management
- Assistant Principal (Campus Futures)

3.4 The University Secretary or 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.