

## **Terms of Reference, Membership and Delegated Authority**

### **Estates Sub-Committee of Finance, Planning and Resources Committee**

The Estates Sub-committee is a Sub-Committee of the Finance, Planning and Resources Committee.

It is responsible for developing a long-term estates strategy, space planning and evaluation of proposals for the acquisition and disposal and redevelopment of the College's property.

#### **Responsibilities of the Estates Sub-Committee**

1. To monitor, on behalf of the Finance, Planning and Resources Committee, the implementation of the College Estate Strategy approved by the Corporation, including cost saving targets and work towards net zero targets for the Group.
2. To consider and advise the Finance, Planning and Resources Committee or Corporation on specific proposals relating to the acquisition, redevelopment and disposal of the Group estate.
3. To monitor and report to the Finance, Planning and Resources Committee on major capital projects.
4. To obtain external expert property related advice when considered necessary.

#### **Delegated Authority**

The Estates Sub-Committee has authority to:

1. appoint co-opted members (maximum 2) as required to meet the need for specific additional experience.
2. commission an investigation of any activity within its Terms of Reference and to do so has the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit;
3. Obtain appropriate external advice when considered necessary.

Additional authority to be delegated by the Corporation when so resolved.

#### **Proposed Membership**

The Sub-committee to consist of 5 nominated members of the Finance, Planning and Resources Committee, of whom one will be the Group Principal / CEO. Other senior management staff may not be members of the Sub-committee but the Deputy CEO and Finance Director will attend all meetings of the Sub-committee and other senior managers may be invited to attend meetings as required.

The Sub-Committee may co-opt advisers to attend meetings. Other members of the Corporation may, by invitation, attend Sub-Committee meetings. These persons may speak and otherwise take part in the meeting on a consultative basis, but co-opted members would not normally be eligible to stand as Chair of the Committee.

#### **Quorum**

A quorum of the Sub-committee shall be three members so long as there are at least two members present who are members of the Corporation.

#### **Clerk**

The Head of Governance shall act as Clerk to the Committee.

### **Chair**

The Sub-committee members shall annually elect a Chair and Vice-chair at the first meeting of the academic year. No person may act as Chair unless they are also a member of the Corporation.

### **Voting**

Voting at meetings will be determined by a show of hands.

Co-opted members will have full voting rights.

The names and votes of members shall not normally be recorded in the minutes, but any member may request that his or her vote or abstention be recorded.

In the case of an equality of votes, the Chair of the meeting will have a second or casting vote.

### **Reporting Responsibilities**

The Chair of the Sub-committee shall report formally to the next Corporation or Finance, Planning and Resources Committee, whichever meets first, on the proceedings of the Sub-committee after each meeting on all matters within its duties and responsibilities.

June 2023  
Next review June 2024