

## **ESTATE STRATEGY COMMITTEE – TERMS OF REFERENCE**

The Estates Strategy Committee is a standing Committee of Council.

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

**Membership:** Lay Governor (Council Member) x1 - Chair  
Lay Governors x5  
Academic Board Nominees x3  
Ex-officio: Director  
Pro Director Planning and Resources  
Students' Union General Secretary

**Secretary:** PA to Director of Estates

**In attendance:** Director of Estates, Chief Operating Officer, Director of Capital Development, Director of Facilities Management, Director of Property and Space Strategy

**Quorum:** Three members

**Frequency of meetings:** One per Term

**Sub Committees and Groups:** Project Boards

### **1 Responsibilities delegated to the Committee by Council**

- 1.1 The development, co-ordination, pursuit and monitoring of the School's long-term estate strategy.
- 1.2 The evaluation of proposals for the acquisition, disposal and redevelopment of the School's property, including student residences.
- 1.3 The integration of academic and service space planning into the Estate Strategy.
- 1.4 The evaluation of implications of space planning decisions that may impact on the Estate Strategy.

### **2 Authority to take decisions**

- 2.1 Within such annual objectives as the Council shall determine, the Committee shall develop, co-ordinate, pursue and monitor the School's approved estate strategy (subject to 3.2 and 3.3).
- 2.2 The Committee shall review the estate strategy periodically (subject to 3.2).
- 2.3 The Committee shall evaluate proposals for acquisitions, disposals and development of all School properties, including student residences, at all stages of negotiation (subject to 3.3).
- 2.4 The Committee shall consider reports about space plans that may affect the integration of academic and service space planning in the approved estate strategy (subject to 3.2).
- 2.5 The Committee shall receive reports from the Director of Residential Services about residential estate needs and proposals for the acquisition, disposal and redevelopment of student residences, following consultation with the Residences User Group.
- 2.6 The Committee shall receive reports from the Space Management Group about space plans affecting the integration of academic and service space planning that may affect the estate strategy.
- 2.7 The Committee shall receive reports at least annually from the Space Management Group and at other times when there are implications for the estate strategy.

### **3 Authority to make recommendations to Council**

- 3.1 The Committee shall recommend the adoption of the School's estate strategy to the Council.
- 3.2 The Committee shall recommend the adoption of any major changes to the School's estate strategy to the Council.
- 3.3 The Committee shall recommend proposals for the acquisition, disposal or redevelopment of property, including student residences, to the Council.
- 3.4 The Committee shall consult the Academic Board and Finance Committee on all significant changes proposed to the estate strategy before they are recommended to the Council.

### **4 Reporting requirements**

- 4.1 The Committee shall make such arrangements as it considers appropriate to fulfil its responsibility to keep Council informed of its work.
- 4.2 The Committee shall respond to any requests for information initiated by the Council.

### **5 Review**

- 5.1 The Committee shall review their terms of reference in the Lent term of each academic year and shall recommend any changes for the following academic year to Council for consideration in the Summer term.
- 5.2 The Committee shall undertake a self-assessment review of its effectiveness once every three years.

#### **General terms and conditions applying to the delegation of powers by the Court, Council or Academic Board to committees**

Committees may not change their terms of reference without the approval of Court, Council or Academic Board (the approving body) as appropriate. This includes the quorum.

The Committee shall comply with the terms of the delegated authority as set out above. The approving body may revoke or vary the delegation by notice.

It is the duty of each committee to keep the approving body informed of its work as appropriate, or on request. Committees will be responsible for determining whether issues of significance they are progressing should be reported to the approving body for information/guidance.

With the permission of the Committee Chair, the Committee may invite School Officers to attend specific meetings or the discussion of a specific item. Such attendance will be recorded in the minutes.

Committees may handle expenditure decisions within existing budgets, but all proposals from committees involving additional expenditure beyond approved budgets should be referred to the Academic Planning and Resources Committee or Finance Committee, as appropriate.

Committees may establish and appoint members to its sub-committees, delegating such responsibility to them as it considers appropriate within the terms of its own delegated responsibilities and consider reports from them on the matters within their terms of reference. Committees may not delegate any of their formal decision making functions.

Committees may appoint non-voting co-optees for specific purposes (primarily expertise) for specified periods (not permanently). Appointment of Co-optees shall not distort the balance of the membership structure of the committee either by virtue of their total number or by their disproportionate representation of a particular constituency.