

ESTATES COMMITTEE

CONSTITUTION – UPDATED 29.10.2015

Terms of Reference

1. To develop and review the Estates Strategy for recommendation to the Council.
2. To consider at least annually a rolling ten year capital programme of estates projects and major site developments for recommendation to the Finance Committee. To receive progress and expenditure reports on capital projects and advise the Finance Committee of any significant revisions.
3. To approve within the capital programme the acquisition and disposal of purchased and leased accommodation subject to the approval by the Finance Committee of the financial arrangements.
4. To consider the development of the Estates service, amenities and the working environment and to advise University officers and the Council as appropriate.
5. To approve the space standards used by the Estates Division as guidance in the allocation of accommodation.

Membership

1. An external co-opted member of the Council, Chair, appointed by the Council.
2. The Chief Operating Officer, *ex officio*.
3. The Finance Director, *ex officio*.
4. The Director, Academic Services
5. The STEM Executive Dean.
6. Two heads of non-academic units/divisions appointed by the Vice-Chancellor.
7. Up to two external members who may or may not be members of the Council, with appropriate expertise, co-opted to the Committee and appointed by the Council.

In Attendance

8. The Director of Estates.
9. The Head of Planning (as appropriate).
10. The Chairs of Project Boards (as appropriate).

Secretary

Notes on Membership

External members should have experience in estates, facilities and/or senior management.

Mode of Operation

1. The Committee shall meet not less than three times a year.
 2. The Committee shall operate in accordance with the financial procedures agreed by the Finance Committee.
 3. The Chair of the Committee shall have executive authority to act on its behalf in consultation (as appropriate) with University Officers, the Director of Estates and the Secretary of the Committee.
 4. The Committee shall be quorate if five members are present, one of whom should be a Council member or an external member co-opted to this committee.
-

ESTATES COMMITTEE

MEMBERSHIP LIST – UPDATED 06.03.2017

1. An external co-opted member of the Council, Chair, appointed by the Council.
To be appointed
2. The Chief Operating Officer, *ex officio*.
Under Review
3. The Finance Director (Acting), *ex officio*.
Mr Laurence Holden
4. The Interim Director, Academic Services
Mr Jonathan Wylie
5. The STEM Executive Dean.
Professor Josie Fraser Executive Dean, STEM
6. Two heads of non-academic units/divisions appointed by the Vice-Chancellor.
Mr Nigel Holt HR to 31.08.2017
Mr Nicholas Macarte SRF
7. Up to two external members who may or may not be members of the Council, with appropriate expertise, co-opted to the Committee and appointed by the Council.
Two vacancies

In attendance

8. The Director of Estates.
9. The Head of Planning (as appropriate).
10. The Chairs of Project Boards (as appropriate).

Secretary: Mr Andy Gillett
