

Estates Committee

Terms of Reference

Scrutiny of Business Cases

1. To consider, and to make a recommendation to the Board of Trustees on, the business case of estates-related major projects². The Committee will consider, but will not be limited to, the following aspects of proposals: availability; affordability; funding model; operational model; design/delivery of the project; risks to the project and how they will be managed/mitigated; and the project in the wider context of the University's strategic aims and objectives.

Options Appraisal

2. To review other estates-related initiatives, feasibility studies/options appraisals and business cases, in the context of assessing their respective financial and strategic value to the University, and to provide advice and guidance, as required, to University officers.

Scrutiny of the Capital Plan

3. To consider the Building Capital Programme in relation to the University Strategy.

Scrutiny of the Planned Maintenance Plan

4. To consider the Building Planned Maintenance Programme in relation to ensuring that the Estate remains compliant and fit-for-purpose for students, staff and other stakeholders.

Leases, Licenses and Rents

5. As delegated by the Board of Trustees (value thresholds relating to revenue/cost/investment required (as appropriate) over the length of the contract):
 - 5.1 To approve the sale or purchase of land or buildings for values of between £500,000 and £5,000,000.
 - 5.2 To approve rental guarantees for values of £1,000,000 and above.
 - 5.3 To approve residential property (non student) rents for values of £1,000,000 and above.
 - 5.4 To approve leases and licences for values of between £1,000,000 and £5,000,000.
 - 5.5 To approve sub contracting development of land and buildings for values of between £1,000,000 and £5,000,000.
 - 5.6 To approve the grant or renewal of Stewart House computer suite leases for values of £1,000,000 and above.

Routine Matters of Estate Management

6. As delegated by the Board of Trustees, to approve expenditure on such routine matters including (but not limited to) in relation to: (i) licences for alterations; (ii) variations and surrenders of leases; (iii) rent reviews; (iv) options and pre-emptions which do not comprise an irrevocable commitment on the part of the University to buy or sell property; (v) building contracts, appointments and warranties; (vi) restrictive covenants and easements; (vii) planning consents or agreements or other regulatory consents or dispositions in connection with the University's Estate; (viii) location hire agreement to film, television or advertising companies. The value on any single matter being for £1,000,000 and above.

Project Approval/Monitoring of Projects

7. To approve and monitor estates-related projects for values of between £1,000,000 and £5,000,000.

Monitoring of Projects Approved Elsewhere

8. To monitor estates-related projects approved by the Board of Trustees or the Finance Committee.

Other Estates Matters

9. To consider other estates-related issues or matters referred, or delegated, to the Estates Committee by the Board of Trustees (or referred to by the Finance Committee).

Procurement Policy and Any Other Relevant Financial Regulations

10. To ensure that all proposals comply with the Procurement Policy and any other relevant Financial Regulations.

Reporting Procedures

Reports of the Committee's work will be provided regularly to the Board of Trustees.

Constitution

The Committee, which shall be appointed by the Board of Trustees, shall comprise:

Four independent members of the Board of Trustees, one of whom shall be appointed Chair.

One Head of Member Institution.

Up to three persons with the appropriate specialist expertise for the work of the Estates Committee.

In Attendance

Other persons whose knowledge and experience can contribute to the work of the Committee may attend meetings at the discretion of the Chair, but have no voting rights.

Mode of Operation

The quorum for the Committee will be five members, of whom two must be independent members of the Board of Trustees.

The Committee will meet no less than five times a year.