

## ESTATES WORKING GROUP

### TERMS OF REFERENCE

#### **Purpose and Objectives**

The Estates Working Group is a sub Group of the Finance and Resources Committee and works within the context of that Committee. The role of the Finance and Resources Committee is to assist the College to achieve high standards by ensuring that effective systems for financial control and resource management are in place. The Estates Working Group focuses on property management.

The purpose is to—

- assist in the development of the property strategy
- provide a forum for consideration of proposals
- act as the Corporation Steering Group to oversee the implementation of the property strategy and individual capital projects.

#### **Key Tasks**

The key tasks of the Estates Working Group are to—

- monitor and evaluate the development of the CRC property strategy
- consider proposals for new capital building projects
- monitor and review the development of capital building projects
- monitor and review the Risk Register associated with capital projects
- to report to the Finance and Resources Committee with recommendations as appropriate on—
  - the CRC property strategy
  - new capital projects, including the financial implications
  - risks associated with the strategy and with new projects
- to ensure proper reporting to the Corporation through the Finance and Resources Committee on matters relating to the property strategy and capital projects and to ensure that the Corporation is provided with a proper basis for decision-making
- to consider proposals and make recommendations for consideration by the Finance and Resources Committee in relation to any Financial Regulations and Accounting Instructions relating to property
- to review the operation of the Estates Working Group in the context of self-assessment and to propose amendments for consideration by the Finance and Resources Committee in relation to—
  - terms of reference, including membership, of the Estates Working Group
  - operation of the Estates Working Group.

## **Authority**

- The Estates Working Group is authorised by the Corporation to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary. Such persons will not have a vote.
- The Estates Working Group makes recommendations to the Finance and Resources Committee on matters within its terms of reference. In some cases the Finance and Resources Committee has specific delegated authority from the Corporation to take decisions rather than refer all decisions to the Corporation.

## **Membership**

- The membership of the Estates Working Group will be—
  - a minimum of 2 Corporation members who are also members of the Finance and Resources Committee
  - a minimum of 2 further Corporation members including the Principal
  - the Director of Finance and Resources and the Head of Estates and Facilities will attend meetings
  - other senior members of the CRC staff will be invited to attend as appropriate.
- The Chairman of the Estates Working Group will be appointed by Corporation. If the Chair is unable to attend, the members present will determine who will act as Chair for that meeting.
- A quorum will be 2 Corporation members.

## **Meetings**

- Meeting dates will be determined by project demands.
- Every effort will be made to send out papers 7 days in advance of meetings but in circumstances where a project is fast moving this may not be possible.
- Whether the Clerk to the Corporation acts as Clerk to the Committee will be determined by the Chairman. In certain circumstances, project managers engaged by the CRC may provide clerking services to the Committee.
- Minutes of the meetings of the Estate Working Group will be produced in a timely way and submitted to the next meeting of the Finance and Resources Committee for information and for the consideration of recommendations.