

# ESTATES DEVELOPMENT COMMITTEE

## Terms of Reference

### Purpose

To provide the Council and, where appropriate, the Senior Management Team with advice and guidance on the strategic operational management of the University estate.

### Membership

Chair to be an External<sup>1</sup> Council member  
Vice-Chancellor, ex officio  
Deputy Vice-Chancellor, ex officio  
Chair of the University Council, ex officio  
Up to two External<sup>1</sup> Members of the University Council  
One Co-opted member with expertise in estates matters  
One Dean appointed by and from the Deans (Period of office - two years)

### In attendance

Director of Estates and Facilities  
Director of Finance  
University Secretary (Committee Secretary)

### Quorum

Four members, at least two of whom shall be External<sup>1</sup> Members of the University Council.

### Frequency of meetings

The Committee shall meet not less than twice a year and shall report to the University Council.

### Delegation of Authority

1. The Committee will make decisions within any powers delegated to it by the University Council.
2. To approve on behalf of the University Council, but within the agreed estate strategy, the acquisition and disposal of leased and purchased land and buildings and the related financial arrangements.
3. To approve the arrangements for ensuring the University Estate is maintained in a satisfactory condition.
4. To approve one or more property acquisitions with a value of between £1m-£3m as a rolling amount with updates to the subsequent Council meeting as agreed at the Council meeting on 5 July 2012 reference: UC\_05JUL\_12\_8.2.
5. The Chair shall have authority to act between meetings after consulting with the Chair of Council, the Vice-Chancellor, the University Secretary and the Director of Estates and Facilities. Details of any action taken will then be reported back to the Committee.

### Duties and Responsibilities

1. To develop the strategic plan for the University estate for consideration and approval by the Senior Management Team and recommendation to Council.
2. To review and update the strategic plan of the estate on an annual basis.

---

<sup>1</sup> An External Member of the University Council is a member who is not a Staff Member or a Student Member.

3. To ensure that the University undertakes a regular revaluation of its estate at least every 5 years.
4. To receive progress and completion reports on new and other major building projects and to initiate appropriate action where a report indicates this is necessary including post-completion reviews of major capital projects.
5. To provide advice, where appropriate, to the Director of Estates and Facilities on the selection of professional advisors concerned with building and estate matters.

5 July 2018