

THE ESTATES AND INFRASTRUCTURE COMMITTEE TERMS OF REFERENCE (TOR)

1. **Introduction.** The authority for these TORs is contained in the:
 - a. Instruments and Articles of Government as approved by the Corporation; and
 - b. Corporation Standing Orders.

Amendment of these TORs remains with the Corporation.

The Corporation has chosen to establish an Estates and Infrastructure Committee (EIC) to oversee the development and progress of the College's use of its estate as a whole, to gain the best advantage from the estate to support its students, staff and stakeholders.

2. **The authority and responsibilities of the Committee.** The Committee:
 - a. may investigate any activity within its TOR;
 - b. may access information and explanations as necessary, from whatever source.

3. Meetings

- a. **Frequency.** The Committee shall meet as required but not less than once each term unless the Chair in consultation with the Clerk agrees that there is insufficient business.
- b. **Special meetings.** The Clerk when instructed only by the Chair, or in absentia, by the acting Chair, shall call special meetings of the Committee. At such meetings, the Agenda shall normally be limited to consideration of single or related items. Standing items shall not be included in the Agenda.
- c. **Access.** The nature of business conducted by the Committee can be sensitive and confidential. Applications to attend meetings should ordinarily be submitted to the Chair of the Committee to be received at least 14 days in advance of the planned meeting date. The application must explain the reason for the request; only in exceptional cases will permission be given.

4. Chair, Membership and Quorum

- a. **Chair.** The EIC Chair and Vice Chair shall be agreed at the first Corporation meeting of each academic year. If the Chair (and Vice Chair) is absent from a Committee meeting then the meeting shall nominate a Chair for that meeting.
- b. **Membership.** The Committee shall comprise:
 - (i) at least 3 Corporation Members, nominated by the Corporation and confirmed every year at the first meeting of the academic year. Members are eligible for reappointment;
 - (ii) the Principal & CEO;

In attendance:

- (iii) the three Deputy Principals:
 - 1 Chief Technology and Infrastructure Officer;
 - 2 Curriculum, Performance and Student Experience;
 - 3 Strategy, Partnerships and Business Development;
- (iv) Director of Estates;
- (v) Director of IT;
- (vi) Director of Finance;
- (vii) SLT/SMT Members as necessary;
- (viii) External project managers as required; and
- (ix) the Director of Governance.

c. Quorum. The Committee shall be quorate with 3 Corporation members.

5. **Agendas for Meetings.** The Agenda shall be agreed between the Principal, the Chief Technology and Infrastructure Officer, the Committee Chair and the Director of Governance.

6. **Delegation of Authority.** The Corporation has delegated the EIC:

- a. To review and agree the Estates Masterplan and Estates Strategy (and yearly revisions) in relation to buildings, use of land and the approach to sustainability and digital transformation, for final recommendation to the Corporation, and ensure that this supports the delivery of the College's curriculum strategy.
- b. To agree and monitor the key strategies, contracts and compliance that will advance the use and management of the site, E.g. accessibility, estates maintenance plan, farm management, H&S, digital transformation framework and sustainability and environmental, including ensuring that effective strategies are in place for the use, repair, maintenance, upkeep and improvement of the estate.
- c. To ensure systems are in place to secure good value for money in capital projects and contracts, including overseeing arrangements for procurement (operating within the College's Financial Regulations).
- d. To monitor the appointment of the key advisors, consultants and contractors in relation to capital projects.
- e. To approve the overall design of capital projects ensuring the relevant statutory approvals have been obtained.
- f. To oversee and monitor the progress and impact of major capital projects including risks.

- g. To receive regular reports on capital receipts and expenditure and agree priorities for capital spending, based on future needs, condition surveys and management of risk.
- h. To consider sources of funding for the estates masterplan and approve or make recommendations on grant funding and other bids.
- i. To monitor relevant College strategies in relation to all grounds and estates matters.
- j. To monitor and review the College's sustainability approach, activities and progress against agreed targets.

The Committee will review progress against the elements of the Annual Operating Plan relating to its areas of delegated authority as above. The Committee will also maintain awareness of the cross-cutting themes as detailed in the Oaklands College Strategic Plan in undertaking its work.