

ESTATES WORKING PARTY TERMS OF REFERENCE

1. Constitution

1.1 The Estates Working Party (EWP) was provided with a remit by the Corporation on 14 March 1996. The Corporation resolved to adopt these Terms of Reference on 23 April 2007. The Estates Working Party last reviewed its Terms of Reference on 27th November 2013.

2. Objective

2.1 The EWP shall advise on and guide the Corporation through its Capital Development Process and make related recommendations to the full Corporation until such time as the committee is no longer required.

3. Membership

3.1 The EWP shall be appointed by the Corporation and consist of:

- Six Corporation Members (including one Staff Member, the Principal and a Co-opted Member if required)
- One Co-opted external adviser (non voting)

3.2 The Committee will nominate a Chair for approval by the Corporation.

3.3 In the absence of the Chair, the Committee shall nominate from amongst its membership a temporary Chair to conduct the meeting provided it is quorate.

3.4 A quorum shall be 3 Members of the Corporation.

4. Term of Office

4.1 Once appointed to the EWP a Member will serve on the committee until the end of their term of office, unless they resign from the committee by writing to the Clerk.

4.2 If a Member is re-appointed to the Board, reappointment to the committee will be considered at the same time.

5. Attendance at Meetings

5.1 The meetings will not be open to the public.

5.2 The Chair / Committee shall have the power to invite anyone to attend the meetings as may be desirable.

5.3 Other Corporation Members shall have a right of attendance.

5.4 The Clerk to the Corporation shall be clerk to the committee.

6. Frequency of Meetings

- 6.1 Meetings shall be held as required. The expectation is that meetings will occur at least three times per year (normally once per term) for the lifetime of the committee.

7. Authority

- 7.1 The EWP is authorised by the Corporation to advise and guide the Corporation through its redevelopment project and related Capital developments.
- 7.2 The EWP is authorised to obtain outside legal or other independent professional advice in relation to redevelopment and capital issues, and to secure the attendance of outsiders with relevant experience and expertise if it is considered necessary.
- 7.3 The EWP should operate in accordance with the requirements and procedural guidance of the Skills Funding Agency.
- 7.4 The EWP may make recommendations for the consideration of the full Corporation.

8. Duties

- 8.1 To interview and appoint consultants to assist the College with the redevelopment project and capital developments.
- 8.2 To ensure that all contracting and development applications comply with the relevant Skills Funding Agency guidelines for capital developments.
- 8.3 To ensure that all contracting and development applications comply with European Union regulations.
- 8.4 To liaise with, receive and assess reports from the consultants and make recommendations to the Corporation in relation to the redevelopment and Capital projects process.
- 8.5 To consider the design aspects and requirements of the redevelopment's new build and refurbishment of remaining buildings and grounds.
- 8.6 To provide the full Corporation with minutes of all meetings.

9. Reporting Procedures

- 9.1 The Clerk to the Corporation shall circulate minutes of the meetings to all Members of the Committee.
- 9.2 At each meeting the minutes of the last meeting shall be taken as an agenda item and if agreed signed as a true record.

- 9.3 A file of agenda, reports and minutes will be held in the Clerk's office and (except restricted items) made available during normal office hours at the College to any person wishing to see it.
- 9.4 Agenda, reports and minutes, except restricted items, will also be circulated to Directors, Trade Union local branches and the Learning Resources Centre.
- 9.5 The Clerk will ensure that:
 - i. The EWP shall annually review items classed as confidential or restricted and recommend any declassifications for Corporation approval in order to make them publicly available once they either cease to be confidential or where it considers that public interest in disclosure outweighs the reason for them to remain confidential.