

ESTATES WORKING GROUP (EWG) TERMS OF REFERENCE 2021-22

1. Purpose

The Estates Working Group (EWG) has been established to assist the CEO/Principal and monitor and advise the Resources Committee (and via the Committee the Corporation) on the implementation and progress of the *College's estate strategy with a particular focus on the development of the Weybridge campus.*

The Estates Working Group will monitor progress and procedures to ensure the continuity of College business whilst the Weybridge campus and estate is being developed. This will include;

- ensuring that the estates development continues to be in synergy with the strategic plan and the curriculum plan,
- monitoring the effectiveness of measures being taken, to minimise the impact of the construction phase on the quality of the learning experience
- ensuring that any emerging risks are reported to the EWG for review in a timely way and are, as appropriate incorporated into the College's risk register and reported to Resources committee
- report to the Resources Committee on any emerging Health and Safety issues
- report to the Curriculum & Performance Committee on the estates development that directly relates to the delivery of the curriculum.

The Group has no delegated decision-making powers and shall act in accordance with resolutions of the Resources Committee and Corporation.

2. Membership

The membership of the Estates Working Group comprises of 5 Governors.

- Fred Gray, Chair of the Estates Working Group & Chair of the Resources Committee
- Andrew Baird, Chair of the Corporation
- Christine Ricketts, Principal & CEO
- Jackie Pearson, Chair of the Curriculum Performance & Review Committee
- Paul Stedman, Governor & Member of the Audit Committee

The Estates Advisor Consultant will attend all EWG meetings and will be supported by FUSION as appropriate.

(Membership of the Group shall be amended with the agreement of the Chair of the EWG, the Chair of the Corporation and the Chair of the Search & Governance Committee).

3. Conduct of Meetings

The EWG will meet at least once every calendar month and be chaired by the Chair of the Resources Committee (or if needed by an Independent Governor nominated by the Chair of the Resources Committee in his absence).

The meeting will be quorate if at least two Independent Governor Members of the Group are in attendance. Any substitution must be agreed with the Chair of the EWG prior to the meeting.

Members of the Corporation, staff, other managers, and external consultants, advisers or stakeholders will be invited by the Clerk to attend for individual items or presentations as appropriate with the prior agreement of the Chair of the Estates Working Group.

All items for the **agenda** must be submitted to the Clerk to the Corporation **no later than five working days** before the meeting. **Papers will be published a minimum of two working days in advance.** Minutes of the meeting will be prepared by the Clerk to the Corporation and once approved by the Chair of the EWG will be circulated within 2 working days of the approval.

All minutes of the meetings held will be submitted and listed on the Part Two Agenda of the Resources Committee for information.

Papers will be published electronically to the shared drive.

4. Duties

1. To monitor progress of the estate development and resizing/refurbishing capital projects against the project plan and budget approved by the Board. This will be achieved via
 - a. regular reports to the Resources Committee; such as finance and
 - b. a monthly report from FUSION, summarising progress made to date on the estate development against agreed milestones in the project plan
 - c. other reports as requested or as appropriate.
2. To ensure
 - a. that appropriate reports are submitted to the Resources Committee when decisions are required, in accordance with College's agreed procedures and authorities and the project plan.
 - b. that the project remains affordable and complies with any relevant regulations (e.g. the Financial Regulations).
3. To bring to the Resources Committees attention any matters of concern in relation to the project or unexpected impact.
4. To bring to the Curriculum & Performance Committees attention any matters of concern in relation to the project or unexpected impact, directly related to curriculum.
5. To oversee and monitor development of the College's **Property Strategy/Development project.**

In cases where urgent action is needed, the Chair of the Estates Working Group (with the agreement of at least one other Independent Governor) may request Chairs Action from the Chair of the Corporation. The matter will then be reported through to the next meeting of the Corporation or at a Special Corporation meeting if it is deemed necessary.

5. Review of terms of reference

This document will be reviewed annually or as circumstances change.