

KINGSTON UNIVERSITY
Board of Governors

Estates Committee

Terms of Reference

1.0 MEMBERSHIP

Up to five members of the Board plus the Chair of the Board, the Vice-Chancellor and the Chair of the Finance Committee

2.0 CURRENT MEMBERSHIP (as at November 2009)

David Carter	Chair
Stephen Cooksey	
Sara Drake	
Phil Molyneux	
Roger Newland	(co-opted)
Clarissa Wilks	
Chairman of the Board	(ex-officio)
Vice-Chancellor	(ex-officio)
Chair, Finance Committee	(ex-officio)

3.0 QUORUM

Three

4.0 CLERK

University Secretary

5.0 NORMALLY IN ATTENDANCE

Deputy Vice-Chancellor
Finance Director
Director of Property Management and Development
General Manager of KUSCO
Head of Secretariat
Minuting Secretary

6.0 TERMS OF REFERENCE

1. To ensure the University has an appropriate Estates Strategy and monitor its implementation and effectiveness;
2. To consider and make recommendation to the Board or the Finance Committee, as appropriate, with regard to major acquisitions and disposals above a value of £500,000;
3. To receive reports on key Estates performance indicators and risks and the University's performance against comparator institutions;
4. To ensure the University has Estates related policies which are legally compliant and which meet organisational needs;
5. To report to the Board of Governors on relevant issues including:
 - Planned preventative maintenance
 - Acquisitions and Disposals
 - Space Planning
 - Sustainability and Travel Planning
 - Significant changes to the Estates strategy
 - Significant changes in KPI or benchmarking data
6. To consider any other matters referred to the Committee by the Board of Governors or Vice-Chancellor.

7.0 MEETINGS

The Estates Committee usually meets three times a year.

November 2009