

LEEDS CITY COLLEGE GROUP
PROPERTY STRATEGY COMMITTEE
TERMS OF REFERENCE

1. Background

- 1.1 The Property Strategy Committee ('the committee') was established by the Board of Governors at its meeting held on 24 April 2017 as part of the Leeds City College Group Governance Structure. It is established under the terms of clause 4 of the Articles of Government.
- 1.2 The objective of the committee is to maintain strategic oversight of the Leeds City College Group's property strategy and the individual projects within it, monitoring the delivery of the overall objectives of the strategy.
- 1.3 The committee will operate in accordance with these terms of reference until such date as determined by the Board.

2. Membership

- 2.1 The committee shall consist of up to five members made up of:
 - At least one and up to two members of the Board of Governors
 - Up to two co-opted members with appropriate expertise
 - Chief Executive & Principal (ex-officio)
- 2.2 A governor's term of office as a member of the committee shall last until the expiry of their term of office as a governor unless s/he has been appointed for a further term of office as a governor. Co-opted members will be appointed for a period of twelve months, following which they will be eligible for reappointment by the Board.
- 2.3 The Deputy Principal Corporate Services, Chief Financial Officer and Director of Capital Projects will attend all meetings. Other members of the executive will attend meetings as and when required.
- 2.4 The Board will review the membership of the committee from time to time and may make changes as it sees fit.

3. Election of Chair

- 3.1 At its first meeting the committee will elect one of its governor members to serve as Chair. In the absence of the Chair, the members present shall choose someone from among themselves to act as Chair for that meeting.

4. Frequency of Meetings, Notice and Quorum

- 4.1 The committee shall meet on a monthly basis. Additional meetings may be called as necessary in agreement with the Chair.
- 4.2 Written notice of each meeting, an agenda and supporting papers shall be circulated no later than five working days before the date of each meeting.
- 4.3 The quorum for meetings of the committee shall be two members, including at least one governor.

5. Responsibilities of the Property Strategy Committee

- 5.1 To maintain strategic oversight of the Leeds City College Group's property strategy and the individual projects within it, monitoring the delivery of the overall objectives of the strategy. In particular, to scrutinise and monitor individual projects approved by the Board to progress to delivery stage, advising the Board on progress at each of its meetings.
- 5.2 To consider and recommend to the Board for approval the detailed application and other relevant submissions to the Local Enterprise Partnership (LEP) and/or West Yorkshire Combined Authority (WYCA).
- 5.3 To participate in the selection and appointment of required professional services/consultants and contractors, within the parameters of the Group's Financial Regulations, making recommendations to the Board thereon.
- 5.4 To ensure that regular reports to monitor expenditure on all phases of the property strategy are presented for consideration by the Board.
- 5.5 To consider and approve for signature all relevant legal and contractual documentation, operating within the Instrument & Articles of Government, Financial Memorandum and Financial Regulations.
- 5.6 To scrutinise and monitor progress in implementing the property risk register.
- 5.7 To deal with any matters specifically referred by the Board.

6. Clerking Arrangements

- 6.1 The Clerk to the Board (or nominee) shall act as Clerk to the committee.

7. Reporting to the Board

- 7.1 The committee will report to the Board following each of its meetings via a separate item on the agenda at each ordinary meeting of the Board.
- 7.2 The minutes of each meeting of the committee shall also be made available to all Board members via the governor intranet.

8. Review and Approval

- 8.1 The terms of reference of the Property Strategy Committee will be reviewed on an annual basis and recommendations made to the Board as appropriate.

9. Other Matters

The committee shall:

- Ensure that new and existing members receive appropriate training in all aspects of the committee's responsibilities
- Conduct an annual review of the committee's effectiveness against its Terms of Reference
- Maintain and operate to an annual reporting cycle which covers all key matters as per the committee's Terms of Reference