# Introduction

Appointed by Court, the **Estates Committee** (EC) is to oversee and ensure governance of all property and infrastructure matters for the University thereby providing a duty of care to students, staff and stakeholders, including local communities. The committee will endorse all relevant property strategies including the University Estate Strategy, Estates Business Plan and Estates Annual Operating Plan. The committee will also ensure that the Estates Directorate have sufficient resources to deliver strategies and other relevant activities as requested by University Court.

# Committee remit

The mandate for the EC is as follows:

* + Review the Estate Directorates’ Health & Safety policies, procedures, and practices.
  + Review and approve the University Estate Strategy on an annual basis.
  + Review and approve the Estates Business Plan every 5 years; review the Annual Operating Plan
  + Review and receive regular reports on the condition of the estate including required investment and maintenance budgets.
  + Approve the 5 year and annual Estates Investment Plan.
  + Review Investment Plan performance updates.
  + Review Estates Risk Register
  + Review and approve Maintenance and Energy Management strategies, including the supporting procurement arrangements. Review regular reports on action plans in support of these strategies
  + Approve relevant leases, acquisitions or disposals as set out in the University Delegation of

Authority.

* + Endorse Major Capital Projects for approval at Court

# Scheme of Delegation

The following details the delegated authority for the EC and shows how it is placed in the overall University Scheme of Delegation with escalation to Finance Committee, Investment Committee or Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Approve Estates Strategy (pre-Court) | N/A | Estates Committee | Court |
| Approve Estates related policies | N/A | Executive Director of Estates | Court |
| Approve Estates capital or acquisitions/ sales | >£500k or change requests >5% of budget | Investment Committee | Estates Committee |
| Approve Estates capital or acquisitions/ sales | <£500k | Executive Director of Estates | Investment Committee |
| Approve Estates expenditure | >£500k | Investment Committee | Court |
| Approve Estates related contracts | >£500k | Executive Director of Finance | Investment Committee |
| Approve Estates related contracts | <£500k | Executive Director of Estates | Investment Committee |
| Approve Estates Masterplan | N/A | Executive Director of Estates | Court |

# Committee Membership

Estates Committee shall include several independent professionals from differing backgrounds in property development, property management, facilities management, construction, energy management and/or property procurement.

This is a non-executive chaired committee with the following membership:

* + 4 Lay Members (one as Chair)
  + 2 Elected Academic Staff Members
  + 1 Elected Professional Services (Support) Staff Member
  + Principal
  + Senior Vice-Principal and Deputy Vice-Chancellor
  + Chief Operating Officer and University Secretary
  + Executive Director of Finance
  + Executive Director of Estates
  + Students’ Representative Council President In attendance:
  + Estates staff as required

# Substitutions and Quorum

Substitutions may be made with prior notice given to the clerk. There must be a minimum of 4 from the core group (excluding clerk) in attendance for decisions or approvals. In the event of a consensus not being reached, the Chair will have the casting decision.

# Committee Member Responsibilities

Each Committee member has a responsibility to:

* Ensure all strategies, policies and investments are in line with legislation and University Strategies & Policies, including alignment with the University’s sustainability goals
* Actively contribute to mitigation of Estates and Health Safety and Wellbeing (HSW) risks taken from the SMG Strategic Risk Register
* Take ownership for specific actions and risks in the Estates Committee Action and Risk Logs. All actions and risks must have a Committee member as overall owner
* Identify, assess and mitigate risk at an Estates portfolio investment level
* Review and approve the University Estate Strategy on an annual basis.
* Review and approve the Estates Business Plan every 5 years; review the Annual Operating Plan, rolling 3-year budget and 10-year outlook.
* Openly and constructively challenge where strategies or investments do not meet key criteria for regulatory, business continuity and strategic investments
* Agree that all business cases, plans and strategies are achievable
* Ensure activity and behaviours embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

The EC will follow the UofG procedure for the management of any conflicts. The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

The meeting schedule will be every month with an extended full day workshop in March as part of the annual budgeting cycle.

## INPUTS

* UofG strategy and plan
* Estates Strategy and Roadmap
* Management information provided by Planning Insights & Analytics
* Current FY and 3-year Estates Investment Budgets and 10-year Outlook
* Portfolio Investment breakdown split by financial year
* Investment Health Summary
* Investment Business Cases/Proposals/Change Requests to be presented
* Summary of changes made to action log

## OUTPUTS

* Decision Log
* Action Log
* Minutes (shared with Finance/Investment/IPSC)