

PROPERTY COMMITTEE CONSTITUTION & TERMS OF REFERENCE

1 Introduction

- 1.1 The Articles of Government allow corporations to establish committees for any purpose or function (other than those assigned to the Group Principal & CEO or Clerk) and may delegate powers to such committees. The Code of Good Governance for English Colleges outlines the need for the board must ensure that there are organised and clear governance and management structures, with well-understood delegations and authorities
- 1.2 The Committee is established in accordance with paragraph 4 of the Articles of Government of the New City College Further Education Corporation. Its name shall be the Property Committee ("the Committee").
- 1.3 The Committee is a sub-committee of the New City College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject. The Terms of Reference of the Committee may be varied at any time by the Corporation.

2 Terms of Reference

The terms of reference shall be as follows:

- 2.1 To report to the Corporation with information, advice and recommendations in relation to the College's property and accommodation.
- 2.2 To be responsible (subject to the approval of the Corporation) for the acquisition and disposal of land and property by ownership or lease or contract in consultation with the Finance and General Purposes Committee.
- 2.3 To review the College's property and accommodation strategy in the context of the College's strategic plan.
- 2.4 To seek to ensure that the College's property and accommodation meets the needs set out in the College's strategic plan.
- 2.5 To advise the Corporation on its property and property development strategy and on major refurbishment projects (over £250,000 per project)
- 2.6 To ensure that the acquisition and disposal of land or property meets (1) the requisite funding regulations; (2) the duties of Governors set out in the Instrument and Articles of Government; (3) the College's strategy and development plans; (4) the statutory arrangements and procedures for planning and planning consents and restrictions of the local authorities and other bodies.
- 2.7 To determine tenders in relation to property and accommodation in circumstances where the College regulations require the involvement of Governors in this process.

3 Membership and Quorum

- 3.1 The membership shall be up to seven members and shall include the Group Principal and CEO, up to four members of the Corporation; and up to three co-optees (who are not members of the Corporation) if, in the opinion of the Committee, it needs to do so to improve the expertise of the Committee in dealing with its terms of reference.
- 3.2 Student members shall not be eligible to serve on the Committee.
- 3.3 Members (other than the co-opted member) shall be appointed by the Corporation, at which time one of the members shall be appointed by the Corporation to be Chair of the Committee.
- 3.4 The attendance of the Deputy CEO shall be required at meetings of the Committee and the Deputy CEO shall be entitled to speak at such meetings, but shall not be entitled to vote on any issue. Other relevant members of the College staff and or College advisers shall be invited as and when appropriate.
- 3.5 The quorum shall be three members and for a meeting to be quorate there must always be a majority of Corporation members present.

4 Clerk to the Property & Accommodation Committee

- 4.1 The Director of Governance shall be the Clerk to the Committee.

5 Meetings, Conduct & Business

- 5.1 The Committee shall meet at least termly year to consider matters arising naturally from the terms of reference above, or matters placed on the agenda at the request of the Corporation or any of its Committees, or matters placed on the agenda at the request of the Chair or any member of the Committee or the External or Internal Auditors
- 5.2 A meeting shall include a meeting at which the members attending are present in more than one room, provided that by the use of tele-conferencing or video-conferencing facilities it is possible for every person present at the meeting to communicate with each other.
- 5.3 All meetings shall be conducted to timed agendas. The agenda of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee, the Group Principal and CEO, and the Deputy CEO and circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting. (Copies of agendas and papers shall also be circulated as directed from time to time by the Corporation).
- 5.5 Where matters of a sensitive or confidential nature are to be discussed at a meeting, the Clerk, in consultation with the Chair of the Committee, the Group Principal CEO where appropriate, and, if necessary, the Chair of the Corporation shall reserve these matters to a confidential (Part II) agenda. Details and papers of such agenda shall not be circulated, unless the circumstances which caused them to be considered as sensitive or confidential no longer pertain.
- 5.6 The rules for adoption of resolutions etc. shall be as those directed from time to time in the Instrument of Government or Standing Orders for meetings of the Corporation.

6 Minutes and Reports of Meetings

- 6.1 Draft Minutes of all meetings of the Committee shall be prepared by the Clerk in consultation with the Chair of the Committee and the Group Principal and CEO and circulated as soon as practicable after the meeting to all members of the Committee.
- 6.2 The Minutes or draft Minutes of all meetings shall be presented by the Chair of the Committee to the next meeting of the Corporation and the Chair of the Committee shall give an oral report in support thereof as may be necessary.
- 6.3 Minutes of the meetings, with the exception of those regarded as confidential in accordance with 5.5 above, will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website for a minimum period of twelve months.

7 Openness and Transparency

- 7.1 The Terms of Reference of the Property Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during usual business hours.

Originator	Clerk to the Corporation/Deputy CEO
Date of approval	February 2017
Review interval	Annually
Reviewed	June 2022
Next review date	June 2023
Approved by	Corporation